

411 North Front Street • Wilmington, North Carolina 28401-3910
Phone (910) 362-7312 • Fax (910) 362-7259 • <http://cfcc.edu>

Supervisor Checklist

When an employee is injured, please follow the steps below:

- Ensure that your injured employee receives immediate and appropriate medical attention.
- Provide transportation for the initial visit.
- Direct your employee to the closest authorized Urgent Care facility in your area as listed in the [CFCC Preferred Provider List](#), unless it is a life-threatening injury. If life-threatening, call 911

NOTE: Be Proactive! Prior to injuries; identify the authorized Urgent Care facilities in your area.

- Make sure he/she has the following forms and direct him/her to give the forms to the treating physician.
 - [Work-Related Injury/Illness Report](#)
 - [Copy of employee's job description](#)
 - [Letter to Treating Physician](#)
- Ensure the employee completes the [Employee Incident Report](#) within twenty-four (24) hours of injury
- Report the injury as soon as possible to the Worker's Comp Administrator (WCA) or Human Resources by calling 910-362-7312 or via email at hr@cfcc.edu
 - Complete the [Injury Data Collection Form](#) and provide to WCA
 - Contact WCA with questions
- Work with Campus Safety to conduct the incident investigation to determine the cause of the accident, and correct unsafe conditions immediately. Contact:
 - Director, Campus Safety & Training
Lynn Sylvia
Email: lbsylvia845@mail.cfcc.edu
Phone: 910-362-7279
- Provide the following forms to WCA within 72 hours:
 - [Employee Incident Report](#)
 - [Supervisor Incident Investigation Report](#)
 - [Witness Incident Report](#) and [Vehicle Accident Report](#) (if applicable)
- Communicate with injured employees to ensure that their needs are met. If the employee is out of work, make contact weekly.
- Work with Human Resources to assign light duty work as needed when employee is medically able to return to work.