



WORKERS COMPENSATION

# BEST PRACTICES FOR EMPLOYEES



The Office of Risk Management is here to help and has identified best practices to guide you through the process.

## CHECKPOINTS

- IS YOUR CURRENT MAILING ADDRESS ON FILE WITH THE UNIVERSITY?**  
⚙️ [Learn how to update your contact information in MyCoyote](#)
- DID YOU NOTIFY YOUR SUPERVISOR OF THE INCIDENT?**  
⚙️ Report any workplace injury or illness to your supervisor, immediately
- DID YOU FILE A CLAIM?**  
⚙️ [Complete the DWC-1 Form](#) or contact your supervisor for a copy
- HAVE YOU PARTICIPATED IN A ROOT-CAUSE ANALYSIS?**  
⚙️ You may be asked to respond to inquiries by your supervisor, Risk Management, and/or Environmental Health & Safety
- DID YOU ATTEND ALL MEDICAL APPOINTMENTS?**  
⚙️ If your medical appointments changed, notify your supervisor and the University's Workers' Compensation Specialist
- DO YOU HAVE A "RETURN-TO-WORK" DATE?**  
⚙️ Send the Office of Risk Management your health provider's statement certifying your work-related illness or injury, your inability to work, and the expected duration of your leave
- DO YOU KNOW WHAT BENEFITS YOU ARE ELIGIBLE FOR?**  
⚙️ [Learn about Workers' Compensation Insurance](#)