

What do I do if I become injured at Work?

Read this: [Worker's Compensation and Industrial Accident MUSD Explanation -](#)

- [Supervisor's Report of Employee Injury Form](#) (Form must be submitted in Helios.) [How do I submit a form to HR using Helios?](#)
 - Supervisor Report of Employee Injury - It is **mandatory** to report all injuries to HR within 24 hours. The best practice is to report them on the same day.
 - [Worker's Compensation Claim Form - DWC 1 Form](#) (download form for employee)
 - Worker's Comp Claim Form (pages 1-3 provide information) - Complete Page 4 when you have a worker's comp incident. This must be uploaded to HR through [Helios](#) within 24 hours of the incident.
 - All worker's compensation medical notes must be uploaded to the Worker's Compensation Claim Form - DWC 1 Form in Helios.
 - Make sure to upload
 - [Worker's Compensation Acknowledgement Form/Declination of DWC 1.](#)
 - Sent by Site Secretary to Employee through [Helios](#) Workflow (use admin login).
 - The employee signs it, documenting that it was received.
 - [Prime Plus MPN Complete Employee Notification](#)
 - Sent by Site Secretary to Employee through [Helios](#) Workflow (use admin login).
 - The employee signs it, documenting that it was received.

All additional files - [Worker's Compensation Forms](#) (To be added to Helios later.)