



Employee Injuries & Workers' Compensation

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When someone is injured on the job, it is important that they understand their rights. If they seek treatment, they should tell their health care provider that the injury occurred on the job!

Quick Reference

What to do when an employee is injured on the job:

1. Verify the scene has been made safe and that the injured employee(s) receive(s) appropriate immediate medical care (rest, first aid, EMS, etc.).
2. Ensure the incident is reported: [Safety Incident & Injury Report Form](#). Principals and OM's will automatically receive a copy of the report when it is submitted - if you don't see it, follow up! Depending on the nature of the situation, additional reporting may be required.
3. Remember, it is *illegal* in Oregon for employers to do ANYTHING to keep employees from filing claims.
4. In cases of significant injury, secure the scene for the accident investigation team.
5. Communicate with Jennifer Bentz for follow up and assistance in Returning the Employee Back to Work.

When in doubt, REPORT and CALL FOR HELP!

Jennifer Bentz - jennifer.bentz@corvallis.k12.or.us or 541-757-5874

Reporting - ONLINE INCIDENT REPORT

Reporting of injuries, near misses, and safety incidents/concerns is expected. These reports - no matter how minor - assist in developing safety programs, best practices, and mitigation efforts district wide.

Access the form directly here: [Safety Incident & Injury Report Form](#)

For ease of accessibility, the form has also been posted in the following publically available locations. Optional flyers with QR codes are also available. [2024 Hurt on the Job QR Flier.pdf](#)

[2024 Scan & Report.pdf](#)

Staff Resources webpage <https://www.csd509j.net/departments/human-resources/staff-quick-links/>

Payroll and Benefits site <https://www.csd509j.net/departments/human-resources/payrollbenefits/>

Filing a Claim - FORM 801

Not every injury and/or safety incident will become a workers' compensation insurance claim. In Oregon, it is the workers right to file a workers' compensation claim. Workers ALSO have the right to NOT file a claim. NO ONE BUT THE WORKER can make these decisions.

It becomes a claim if the employee seeks medical treatment from a doctor, hospital, clinic, or other recognized provider for a work-related injury. If they weren't hurt seriously enough to seek medical treatment, it's an incident, but report it anyway so a more serious accident can be prevented, or in case they need treatment later!

To file a claim, the employee and the employer representative (Jennifer Bentz) should complete Form 801 together. If the employee is in the hospital or cannot complete the 801 form due to the injury, the employer can send the 801 form to SAIF without the employee's signature. But if at all possible, both should sign it.

Access the form directly here:  **801 Form - Fillable - SAIF 2020.pdf**

Employees should return the completed 801 Form to Jennifer Bentz as soon as possible.

Visiting a Health Care Provider - What to Expect

Individuals experiencing a life-threatening emergency are encouraged to call 911.

(ALL employees of the Corvallis School District are authorized to use their best judgment in contacting emergency services.)

Urgent but NOT life-threatening conditions may be best served by a local Urgent Care provider.

Those injured in a workplace setting may seek treatment from any health care provider of their choice. However, providers may be wary of treating someone covered by an employer's workers' compensation insurance. As such, employees are encouraged to contact an Occupational Health Provider. Local options are:

Samaritan Occupational Medicine
5234 SW Philomath Blvd, Suite B, Corvallis;
541-768-6211
1100 7th Ave SW, Albany; 541-812-5600

The Corvallis Clinic Occupational Medicine
2350 NW Century Drive, Suite 100, Corvallis;
541-753-1786

Workers should tell their health care provider that they are employees of the Corvallis School District and SAIF is the district's workers' compensation insurance provider.

When a worker meets with a medical professional regarding an on the job injury, the medical provider will ask that the employee complete a Form 827. These forms are submitted by the medical provider to SAIF within THREE (3) days. This form, along with information provided by the employee's workplace, is used to process the claim.

The employee's medical provider should also provide a "work release" or a "modified work release" or a notice that the worker is unable to work due to the injury. It is ESSENTIAL that the employee communicate with their employer any and all work restrictions.

The form is titled "Worker's and Health Care Provider's Report for Workers' Compensation Claims". It is a green and white document. The top section is for the "Worker/Provider" and includes fields for "Name", "Address", "City", "State", "Zip", "Phone", and "Fax". Below this is a section for the "Worker" with fields for "Name", "Address", "City", "State", "Zip", "Phone", and "Fax". The "Provider" section includes fields for "Name", "Address", "City", "State", "Zip", "Phone", and "Fax". The form contains various checkboxes and text boxes for reporting an injury, including "Type of injury", "Date of injury", "Time of injury", "Location of injury", "Cause of injury", "First aid", "Medical treatment", "Work restrictions", and "Return to work". The number "827" is printed in the bottom right corner.

Injured Employee Rights

If you are injured on the job, it is important that you understand your rights. If you seek treatment, be sure to tell your health care provider that the injury occurred while you were working. Please review the materials in this section carefully. Contact **Jennifer Bentz** if you have any questions or concerns.

The Corvallis School District is insured by SAIF for Workers' Compensation. Information for employees is available online via the [SAIF website](#). Additional resources for employees are linked below:

- [What happens if I'm hurt on the job?](#) (Oregon State Workers' Compensation Division)
 - [Spanish](#)
- [A Guide for Workers Recently Hurt on the Job](#) (SAIF)
- [Return to Work Policy and Procedures](#) (509J)

Beyond the Physical

Injuries and near misses in the workplace can have psychological impacts as well as physical. The District offers a comprehensive [Employee Assistance Program](#) to support workers with many

kinds of work-life situations. You will need to register for an account under the Organization Name OEGB.

Returning to Work

It is the district's desire to return injured workers to work as soon as possible. To that end, the district has developed a return to work policy.

In some cases, employees may not be able to return to their regular duties immediately following an injury or illness. In these cases, the district utilizes "transitional" work, defined as temporary modified work assignments within the worker's physical abilities, knowledge, and skills. Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

Effective communication between the district (Jennifer Bentz), the district's workers' compensation insurer (SAIF), the employee, and the employee's physician are critical to a successful return-to-work program. It is the responsibility of the worker and/or supervisor to immediately notify Jennifer Bentz of any changes concerning a transitional/temporary work assignment. Jennifer Bentz will then communicate with the insurance carrier and attending physician as applicable.

Non-Employee Injuries

The District's Workers' Compensation policy covers injuries to EMPLOYEES while they are on the job. While the incident report form can (and should) be used to report injuries to ANY injured adult, it is important to note that non-employees will not be covered by the district's SAIF policy. Such individuals may include:

- Temporary/Contracted Workers - Student Teachers, Employment Agency Employees, etc., under the day to day supervision of District Staff
- Substitute or Agency Staff - EduStaff, LBL-ESD, etc., under the day to day supervision of their employer
- Visitor/Volunteers - includes Delivery Workers, Contracted Service Companies, Parents/Guardians)

If the individual injured is "on the job" for an employer other than the Corvallis School District, they should:

- immediately inform their supervisor/employer of the injury,
- complete any/all paperwork required by their employer, AND
- complete a 509J Incident Report.

The Corvallis School District will cooperate with the injured worker's employer.

For EduStaff Employees ONLY: [EduStaff Incident Report Form](#). Submit a copy of the EduStaff form to **Shelby Mosel** at shelby.mosel@corvallis.k12.or.us.