

Workers' Compensation Checklist

When an employee reports a workplace accident, please complete the following steps:

1. Supervisor must complete the First Report of Accident (FRA)
2. The injured employee must complete a drug test before the end of their shift when the accident happened. Contact Human Resources or Andrew Joy with any questions on late report/drug testing protocol.
3. Print and provide Employee Guide to Workers' Compensation to the injured employee. Employee and supervisor must sign the designated provider list (page 3)The employee and the supervisor must sign and return to FirstReport@aspensnowmass.com. NOTE – be sure to provide the correct Guide to the employee – there is one for Colorado locations and one for Idaho (Limelight Ketchum) locations.
4. Provide Employee Statement to the employee - once completed please return signed copy to FirstReport@aspensnowmass.com
5. Complete Incident Analysis with the injured employee. This can be completed at a later date after you and the employee have had time to reflect on the incident. The goal of this analysis is to identify contributing factors and help avoid a similar incident in the future. The signed form should be returned to FirstReport@aspensnowmass.com
6. If the injury is "report only", meaning the employee will not seek medical treatment immediately, follow up with them for 3 days after the incident to check to see if they are going to see a doctor. If after 3 days they still do not wish to see a doctor, please print and have the employee complete the 3 Day Injury Follow-Up Form. By completing and signing this the employee is NOT waiving any rights to see a doctor down the road. This form is a requirement that shows that we made the employee aware that they had the option to see a doctor after their injury.

If you have any questions please call Andrew Joy at 970.429.3228 (office) or 970.355.5546 (mobile) or email at ajoy@aspensnowmass.com