



# Weslaco Independent School District

## Risk Management Office



Telephone (956) 969-6530  
Fax (956) 973-2500

319 West 4<sup>th</sup> Street  
P.O. Box 266  
Weslaco, TX 78599-0266

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## WORKERS' COMPENSATION REPORTING

### When an employee reports an on the job incident/accident

- **At a campus:**  
The employee should be sent to the nurse. The nurse will perform an assessment, complete the Nurse's Report of Employee Accident or Incident and send it to the Risk Management Office via email ([riskmanagement@wisd.us](mailto:riskmanagement@wisd.us)) or fax (956-973-2500). If a nurse is not available, the administrator should complete the Administrator/Supervisor Report of Employee Accident or Incident and send it to the Risk Management Office.
- **At a department or off campus:**  
The administrator/supervisor should complete the Administrator/Supervisor Report of Employee Accident or Incident and send it to the Risk Management Office via email ([riskmanagement@wisd.us](mailto:riskmanagement@wisd.us)) or fax (956-973-2500).
- If the employee requires medical attention, the employee should be instructed to go to the Risk Management Office at Central Office. The Risk Management Office will give the employee a medical authorization form so he/she can see a WISD workers' compensation network doctor.
- If the employee requires immediate medical attention (emergency), the supervisor/administrator or nurse should contact the Risk Management Office and make arrangements to get the employee to a WISD workers' compensation network doctor or a hospital. If the injury is severe and requires immediate emergency care, an ambulance can be called. The Administrator/Supervisor Report of Employee Accident or Incident or the Nurse's Report of Employee Accident or Incident should be completed and sent to the Risk Management Office after the emergency has been attended.
- If an employee is assigned restrictions by a medical provider, the Risk Management Office will contact the administrator/supervisor and ask if the restrictions can be accommodated by the campus/department. The administrator/supervisor should submit a response in a timely manner.
- If an employee is out of work for 5 business days, the administrator/supervisor (or someone on their behalf) should complete the Leaves and Absences Notification and send it to the Risk Management Office via email ([fmla@wisd.us](mailto:fmla@wisd.us)) or fax (956-968-1520).