DIOCESE of COLUMBUS

Workers Compensation Packet for Business Managers, Principals, and Pastors

Ohio Workers' Compensation provides benefits to employees who experience a work-related injury or illness. Employees should report all workplace injuries to their supervisor as soon as possible and seek appropriate medical attention. For questions regarding workplace injuries or the claims process, please contact Human Resources.

Follow These Steps:

1. Employee Reports Injury
    a. When an employee is injured on the job, they must, when safe to do so, immediately notify their supervisor, business manager, or principal.

2. Supervisor Responsibilities
    a. Ensure the employee receives appropriate medical attention and call 911 if there is an emergency.
    b. Complete the *Hunter Consulting Injury Report*
    c. Complete the *Ohio First Report of Injury*

3. Submit Documentation
    a. Once all required forms have been completed, they must be emailed to the following individuals, regardless of whether the employee sought medical treatment:
        - Angela Behrend: abehrend@hunterconsulting.com
        - Diocesan HR: hrquestions@columbuscatholic.org

4. Provide Employee Information
    a. Give the employee the *Workers' Compensation Information Card.*