

Employee Injury (reporting procedure)

Serious injury requiring emergency medical treatment.

Call 911 and request an ambulance.

Potentially serious injury that may or may not require treatment by a health care provider.

Call the Human Resources & Safety Manager.

Complete:

- ✓ Employee Accident/Near Miss Report
- ✓ Employee Statement
- ✓ Supervisor Accident Analysis
- ✓ Witness Statement
- ✓ 801 Workers' Comp Form (if medical treatment required)
- ✓ Record of Hazard Observed

Send originals to Human Resources & Safety Mgr within 24 hours. Keep copy for yourself and for supervisor.

Go to Asante and submit to a post-accident drug/alcohol test.

If you receive treatment from a health care provider, you **MUST** get a Release to Return to Work prior to coming back to work. Send copy to HR & Safety Mgr.

If modified or light duty is indicated on Release, notify HR & Safety Mgr. Alternative duty will be provided.

Provide HR & Safety Manager with reports of physical progress until released to full duty, no restrictions.

Minor injury requiring minimal first aid care at the site.

Complete:

- ✓ Employee Accident/Near Miss Report
- ✓ Record of Hazard Observed

Send originals to Human Resources & Safety Mgr within 24 hours. Keep copy for yourself and for supervisor.

If child caused injury, notify Education Director by email.

PROCESS COMPLETE

Refer to red, Accident Reporting Notebook for more detailed information and forms.