

# Employee Injury Reporting Quick Reference Flow Chart

**Serious** injury requiring emergency medical treatment

**Potentially** serious injury that requires treatment by a health care provider

**Minor** injury requiring minimal first aid care at the site

Call 911 and request an ambulance

**Complete:**

- ✓ Online SOCFC Incident Report
- ✓ 801 Workers' Comp Form (optional)

Submit them to Human Resources within 24 hours.

A copy for yourself and for your supervisor will be emailed to you.

Go to Asante Work Health and submit to a post-accident drug/alcohol test if instructed to by the HR Manager.

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 a copy to Human Resources.

If modified or light duty is indicated on Release, notify Human Resources. Alternative duty will be provided.

Provide the Human Resources with reports of physical progress until released to full duty, no restrictions.

**Complete:**

- ✓ Online SOCFC Incident Report

Submit report to Human Resources within 24 hours.

A copy for yourself and for your supervisor will be emailed to you.

**PROCESS COMPLETE**

**NEAR MISS**

- ✓ Online SOCFC Incident Report
- ✓ Maintenance request (if needed)

Submit report to Human Resources within 24 hours.

A copy for yourself and for your supervisor will be emailed to you.