

IMPORTANT: INJURY POSTING NOTICE

Reporting Procedure

CALL 911 FOR ALL EMERGENCIES

Non-emergency:

Employee:

- Secure First Aid if needed
- Report the injury immediately to your supervisor

Supervisor:

- Assess situation—use first aid by trained personnel if appropriate
- Direct the employee to a medical facility or provider utilizing the Medical Panel posted on the company/employee board
- Contact your employer's Workers Compensation Coordinator (WCC) for further instructions

Name: _____ Ext: _____

Name: _____ Ext: _____

- Report the claim same day/within 24 hours

FIRST REPORT HOTLINE

CALL: 1.866.603.7200

WITHIN 24 HOURS

POST this notice on Company/Employee Bulletin Board(s)