



# WHEN EMPLOYEES GET HURT

No manager enjoys hearing that an employee has been hurt at work, but all employees should be encouraged to report incidents immediately with no fear of retaliation. These simple guidelines will help navigate the complexities of getting an employee back to work.

01

## Medical Attention

Render first aid and seek off-site medical treatment whenever required.

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## Drug Screening

Injuries requiring treatment should include a drug screen as soon as possible.

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## Documentation

Confidentially obtain accurate & complete reports, including that of the injured employee.

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## Claim Reporting

Working with Company resources, file a claim for all needed medical treatment.

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## Communication

Protect privacy, show compassion, keep all relevant parties informed.

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## Accommodation

Coordinate the employee's timely return to work with both insurance and physician.

## Workers Comp Philosophy

Managers are not responsible for fraud investigations. An employee should never be made to feel bad about submitting a claim in response to an injury.

Workers Compensation insurance is a benefit that the Company is happy to provide. Employees are valued and the Company is happy to help them recover from any injuries sustained on the job.

If there are concerns that a claim is fraudulent, document the reason for those concerns. This documentation can then be provided to the insurance company, who will coordinate any investigation with appropriate medical providers.

