



Injury Reporting Guidelines

If you are injured on the job, report the incident to your manager, supervisor or human resources right away. Your employer has chosen one or more professional occupational medical clinics for employees who need medical treatment. These facilities specialize in occupational injuries and illnesses to offer employees the best medical help available.

Your supervisor or manager is responsible for investigating all incidents no matter how minor, so expect to answer some basic questions once you have been given warranted medical treatment. Investigations are performed to obtain facts about how the injury or illness occurred so that corrective actions can be taken to reduce a similar occurrence.

Please provide any details about your injury or whether or not you were a witness. This will allow your employer to get an accurate account of what happened. The following are some general questions you may be asked during an investigation:

- **What happened that led to the injury or illness?**
- **Who was involved?**
- **When did the incident occur?**
- **How did it happen?**
- **Were there any witnesses present?**
- **How can we correct the problem?**

Remember that investigations are not done to determine blame, but rather to uncover facts about the incident and make the necessary changes to prevent a similar incident from occurring in the future. If the need arises, we encourage all employees to participate in the investigation process. You'll be helping to create a safer place to work for everyone.

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