

Employee Incident Procedures

When an employee experiences an injury:

1. Assist the injured employee and if necessary, call 911.
2. Remove hazards, make the premises safe, and resume operations.
3. After completing steps 1 & 2, contact your Area Coach with details of the incident.
4. **IF the injured employee requires First Aid at the location:**
 - Provide first aid.
 - Provide the employee with the ‘Worker’s Comp Letter’.
 - Complete the ‘Employer’s Report of Occupational Injury or Illness’ form in its entirety providing as much detail as possible. If no other medical attention is necessary be sure to circle ‘Yes’ in the FYI section of the form.
 - Obtain witnesses written, signed & dated statements.
 - Complete ‘Safety Consultation’ form if necessary.
 - Fax the completed forms and any statements to your Area Coach who will forward to HR for recording and submittal to Worker’s Comp Insurance.
5. **IF the injured employee will need to seek offsite medical attention:**
 - Provide the employee with the ‘Worker’s Comp Letter’ which will be used as an “authorization for treatment” upon arrival at the medical facility. Send injured employee to a Designated Medical Provider (listed below) with the Worker’s Comp Letter. (If designated medical provider offices are closed, send the injured employee to the hospital.)
 - Contact the designated medical provider to notify them that you are sending the employee to their office.
 - Complete the ‘Employer’s Report of Occupational Injury or Illness’ form in its entirety.
 - Obtain witnesses written, signed & dated statements.
 - Complete ‘Safety Consultation’ form if necessary.
 - Fax the completed forms and any statements to your Area Coach who will forward to HR for recording and submittal to Worker’s Comp Insurance.
6. Document any additional information that you may have and submit to your AC along with previously requested forms.

After the Incident:

- If the first incident report indicates no medical treatment is required and the form is marked ‘Yes’ in the FYI section, a claim will not be filed with the Worker’s Comp Insurance carrier.
- If the employee chooses to seek treatment for the injury at a later date, notify Kendi in the Office immediately upon learning of medical treatment so a claim can be submitted to Worker’s Comp Insurance carrier promptly.
- If the injured employee takes time off from work due to the injury, or if you have concerns regarding the incident, inform your AC and HR manager immediately.

FRUITA Western Valley Family Practice 281 N Plum Street Fruita, CO 81521 (970) 858-9894	GRAND JUNCTION Foresight Family Physicians 2503 Foresight Ave. Ste H Grand Junction, CO 81505 (970) 242-2660	GRAND JUNCTION St. Mary’s Occupational Health 2686 Patterson Road Grand Junction, CO 81506 (970) 298-2001	GRAND JUNCTION WorkPartners 2646 Patterson Rd. Ste. A Grand Junction, CO 81506 (970) 241-5585
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MONTROSE Cedar Point Health-South Townsend 836 S Townsend Avenue Suite A Montrose, CO 81401 (970)-615-9120	GUNNISON Gunnison Valley Health Family Medicine Clinic 707 N Iowa Street Gunnison, CO 81230 (970)-642-8413	DELTA DCMH Family Medicine 555 Meeker Street Delta, CO 81416 (970)-874-5777
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Any person making false statements for the purpose of obtaining workers compensation benefits is guilty of *fraud*, punishable by 5 years in prison and a fine up to \$50,000.