

REPORT ALL ACCIDENTS

The following procedure is required by our Insurance Company so that (1) all employees will receive proper medical attention when needed, (2) permit the handling of compensation claims arising from a work incurred injury in a prompt and efficient manner.

1. ALL accidents or injuries arising from your employment will be reported to your Supervisor immediately.
2. Supervisors shall be responsible for obtaining qualified medical attention for any injured employee, if needed, as soon as possible.
3. When an accident or injury is reported, the Supervisor will complete an "Accident Report". The "Accident Report" will be given to the Main Office no later than the close of the workday on which the accident occurred.

Failure on the part of any Supervisor or Employee to comply with these rules will be considered as cause of dismissal or other disciplinary action.

Policy Number: _____

Company: _____

Company Official: _____

Company Doctor: _____

