



### Employee Incident / Workers Comp Process

When an employee is injured or reports an incident:

1. Take care of the employee first.
  - a. If injury is life threatening/serious and emergency attention is needed, call 911 first, then notify your District Manager.
  - b. If they need attention, but it is not an emergency, get them what they need (ice pack, drink of water, paper towels, bandage, etc.).
2. If injury is minor, ask employee to fill out the employee incident report.
  - a. Ask the employee if they would like to be seen by a medical professional. They need to also answer this question on the incident form.
  - b. Ask if there were any witnesses. If so, witnesses should complete a witness statement form.
  - c. Send the completed Injury Report and witness statements to HR, your District Manager, and Dustin Kreizenbeck.
3. If employee needs non-emergency medical attention:
  - a. Complete a medical authorization form.
  - b. Complete a post-accident drug screen authorization form.
  - c. Give both forms to employee and send them to the designated clinic(s).
    - i. If employee does not feel that they can drive, or if you don't feel that they should drive, offer to order an Uber/taxi to transport them to the clinic.

**\*\*Note: Drug screen must be completed within 24 hours of incident/injury.\*\***

4. If employee declines medical attention:
  - a. If the injury appears to be very minor and can be remedied by basic first aid, such as a small cut that wouldn't require stitches, pinched soft tissue, etc., a drug screen is not required. *However*, if you suspect the employee may be under the influence of drugs or alcohol, call HR to discuss the symptoms so that we can determine together if a reasonable suspicion test is warranted.
  - b. If the injury appears that more than basic first aid may be needed but the employee has declined medical attention, the employee must still go for a post-accident drug screen within 24 hours of the injury.
5. HR will email the Store Manager and District Manager to provide determination on return to work. Employee may not return to work until HR has received favorable doctor's report.

**\*\*Note: If employee brings any medical documents back to work, they should be scanned to HR and not kept on file in the store, nor entered in Paycom.\*\***