



INFORMING OF A STAFF INJURY

If an employee is injured at work communication between those present (FS, client services) and leadership should follow the following steps:

STAFF INJURY

- Provide first aid/assistance as the injury requires
- Follow the incident procedure
 - Complete incident report
- Email Finance (Karyn), HR (Heather), and the employee's leader the day of the injury
 - Email should include a brief description of injury
 - Did the employee finish their shift for the day or go home?
 - If they left, could they drive, receive a ride home, or was 911 called?
 - If employee is injured M-F prior to 5pm and you know they are going to an emergency room, try to notify Finance (Karyn) to open a WC claim and potentially get the claim number for the employee
 - Will injury potentially impact the injured person's ability to work their upcoming scheduled shifts?
 - If employee plans to seek medical attention, ask them for medical note with work limitations and/or return to work information
 - If employee has a shift the following day, include their leader on the email
- Reminder: if 911 is called - Owner (Charlie), Finance (Karyn), and Director (Angie) should be texted/called once incident has concluded