



An injured employee should seek appropriate medical treatment, if necessary. Call 911 for life-threatening emergencies.

In an emergency circumstance where the employee is unconscious, the safety officer will begin a claims process at the emergency facility.

A manager or supervisor will complete an accident and injury report. The form is available on the safety website.

The employee will receive WCI information and instructions. A drug and alcohol test will be performed.

The employee and a department representative will complete the Employee's Leave Election form.

Any employee unable to work due to a workers' compensation injury will choose how to receive benefits or how to proceed.

The unsafe condition that caused the accident should be corrected, if applicable.