

# REPORTING A WORK RELATED NJURY

It is critically important that **ALL** accidents/injuries are reported to Human Resources the same day it occurs. If **NOT**, the claim will **NOT** be paid and may result in disciplinary action for not timely reporting.

**Injuries-** All injuries no matter how insignificant they may at first appear, **MUST** be reported **IMMEDIATELY (same day)** to your Supervisor and Supervisor to Human Resources.

The following are instructions that must be followed the same day of the injury:

1. Notify your supervisor **IMMEDIATELY!**
2. The Supervisor will evaluate the injury and do one of the following:
  - If life threatening, they will call 911;
  - Otherwise, they will call our **PMA Care 24 Nurse Hotline 855-470-7221** for direction on how to manage the injury. This number has been distributed to all Foremen/Superintendents as a wallet card and is located on our company employee portal under Safety/WC. Program this number into your company phone.
  - Issue first aid if necessary, or if directed by the PMA nurse go to one of the facilities on our WC Panel Provider List-**Contact Human Resources for assistance.**
3. Contact Human Resources via call, text or e-mail.

**Investigation** - All investigations must aim to establish the sequence of events which actually took place and include a comparison with the sequence of events that should have taken place. Incident investigations are to pursue the cause and not the blame. This pursuit is to be limited to the gathering of facts, therefore opinions should not be sought from unqualified witnesses or from persons with no personal knowledge of the incident.

**Near Misses** – Report near misses to your Supervisor who will advise on what actions should be taken to prevent recurrences in the future.

**Reporting of Faults/Hazards** - It should be the aim of each and every one of us to prevent accidents from occurring in the workplace by identifying hazards, unsafe situations and work practices. Report these immediately to your Supervisor.