

SUPERVISOR STEPS TO REPORT A WORK-RELATED INJURY

Employee has an injury or illness

MINOR: Treat On Site.

Medical treatment is needed.

SERIOUS/SEVERE: Call 911

IMMEDIATELY report injury to Landrum at (850) 476-5100 or 800-888-0472. Landrum authorizes and directs Employee treatment and drug test¹ at approved medical facility. Ensure that the Employee's needs are being met².

After Office Hours and Weekends: If minor & medical treatment is required, report to the nearest urgent care. If serious, report to the nearest Emergency Room. Supervisor calls Landrum Risk Management **the next business day**.

Secure the scene, preserve evidence (take pictures, video), obtain witness statements.

Complete the injury report form and return to Landrum as soon as possible. (OSHA requires form to be completed within 7 days.)

Keep in touch with injured Employee and Landrum throughout this entire process.

1. Drug Test is required (state permitting) and is typically done at an urgent care center or LabCorp/Quest.
2. See back side for Supervisor Roles and Responsibilities to the employee.

QUESTIONS/CONCERNS? CALL LANDRUM RISK MANAGEMENT (850)476-5100 OR (800)888-0472.

Supervisor Roles and Responsibilities to the Injured Employee

Immediately after the injury:

- Transportation of employee to medical facility must be provided. If injury is minor transportation could be: self-transport, family member, friend, company representative assisting with transport, commercial (taxi).
- If injury is severe, Call 911 and ask for an ambulance.
- Keep in contact with the injured employee and Landrum.
- Make the employee feel valued--demonstrating empathy, concern & support – How are you feeling? Do you have any questions or concerns? We miss you. We want you back at work. We look forward to your return.
- Instruct employee to keep all medical appointments and report back to you and Landrum after each appointment.

Getting the Employee Ready to Return to Work:

- Consider temporary, transitional work options for employee while recovering.
- Make every effort to provide work to the employee.
- Maximize employee's earning potential by returning them to work. Additionally, this could help decrease the injured employee's recovery time.
- Once employee returns to work, keep employee engaged and productive.

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