

Job Name \_\_\_\_\_ Job # \_\_\_\_\_ Date 10/18/18

### Toolbox Talk: Reporting Work Related Injuries

If you suffer an injury while working, one of the most important things you can do is to report it. There are many times a person is injured without requiring immediate medical attention, so it might seem like a good idea to take a wait and see approach and not mention the incident. Wrong!

- Reporting all accidents even the minor ones can help determine where safety needs to be improved or changes need to be made.
- When an accident is not reported in a timely manner, you can be denied medical treatment and benefits for missed time from work.

#### What should you do?

1. Report the accident to your Foreman/Supervisor, even if you think you are not seriously hurt.
2. If the job is an OCIP/CCIP, the injury must also be reported to the on-site Safety Officer immediately.
3. You will be asked to complete an Island Acoustics "Employee Report of Injury" form\*\*.
4. Your Foreman/Supervisor will complete a "Supervisor's Report of Injury" form\*\*.
5. Both forms need to be sent to Susanne Harris, Safety Administrator as soon as possible.
6. If the injury results in medical care and/or missed time from work, Susanne Harris will need to be informed.
7. A Doctor's note will be required for:
  - Time out
  - Release to return to work.

\*\*Both forms will be made available on the company's website or by contacting the company Safety Administrator, Susanne Harris; (631)234-4500 ext. 244.



Please be sure to sign your name to the training certification form.

