



WHAT TO DO WHEN A WORKPLACE INJURY OCCURS

SEEK MEDICAL ATTENTION IF NECESSARY

COMPLETE THE ACCIDENT REPORT

THE INJURED WORKER SHOULD COMPLETE HIS OR HER PORTION OF THE ACCIDENT REPORT ON THE DAY THE INJURY OCCURS. IF THIS IS NOT POSSIBLE DUE TO THE INJURY, THE ACCIDENT REPORT SHOULD BE COMPLETED AS SOON AS THE INJURED WORKER IS ABLE. EVERY BOX MUST BE COMPLETED.

ONCE THE INJURED WORKER'S PORTION OF THE ACCIDENT REPORT IS COMPLETED, THE REPORT SHOULD BE PROVIDED TO THE SUPERVISOR. THE SUPERVISOR SHOULD COMPLETE THEIR PORTION OF THE REPORT ON THE SAME DAY THE REPORT IS RECEIVED. EVERY BOX MUST BE COMPLETED.

IF THE INJURED WORKER IS NOT ABLE TO COMPLETE AN ACCIDENT REPORT ON THE DAY OF THE INCIDENT, THE SUPERVISOR WILL COMPLETE A REPORT OF INJURY FORM AND FORWARD AS FOLLOWS:

FOR PHYSICAL FACILITIES EMPLOYEES, SANDRA SMITH, PHONE NUMBER (330) 972-7313.

FOR ALL OTHER EMPLOYEES, LUCILLE GENOVESE, PHONE NUMBER (330) 972-7886.

ANY FURTHER INFORMATION OR DOCUMENTATION SHOULD BE FORWARDED TO THE SAME.