



Employee Injury Checklist

When an Employee is injured on the job:

- Immediately attend to Injured Employee.
- Administer First Aid if needed, Call 911 if needed
- Notify Store Manager/Supervisor Immediately
- ***Is there a drug/alcohol policy post accident?***
- Have Employee complete the Employee Statement of Injury Form
- Store Manager complete First Report of Injury form with Injured employee
- Give Employee copy of the Designated Provider list and have the employee choose one to go to
- Store Manager or Corporate should File the First Report of Injury with Insurance Carrier
- Store Manager or Corporate to send a copy of the First Report of Injury to FR Risk Management
- If Employee is unable to drive to the Designated Provider, store manager should escort the employee to the Designated Provider
- After Employee is released from the Designated Provider, Employee provides the Store Manager with his documentation of whether he/she can return to work at full duty or modified duty
- If modified/light duty is determined, Store Manager should then determine what job the injured employee can perform and work with accommodating the restrictions
- If Store Manager cannot accommodate modified/light duty, contact Corporate office to discuss other options
- Obtain any witness statements

- Immediately correct any unsafe conditions involved with the injury
- Store Manager to complete the Investigation Report and send to Corporate and FR Risk Management

Follow up after injury:

- Store Manager or Corporate follow up with injured employee if they have set up a follow up date with the Provider
- Store Manager or Corporate follow the injured employee progress until released to full duty
- Obtain all documentation from the Designated Provider when the employee returns from his follow up appointments