

Procedure for Reporting and Handling injuries

Procedure:

1. Report injury immediately to the manager/supervisor.
2. Complete the employee accident report form (**First Report of Injury or Illness**) and submit to office. Call Bridgefield Employers Insurance at (800) 282-7644 to report the accident. Our account number is #830-06311. Answer any and all questions that they ask over the phone.
3. If it is an emergency, send the employee to one of the specified emergency clinics in your area. If it isn't an emergency, then pick a medical clinic for the employee to go to and have the workman's comp carrier schedule an appointment and work out the details.
4. Check on the employee. If the employee misses 7 days of work, then notify the Workman's Comp Carrier (800) 282-7644.
5. Document all information and send into office ASAP.