

REPORTING AN INJURY



Follow these steps you are injured on the job:

- **REPORT ALL WORK RELATED INJURIES TO MANAGEMENT IMMEDIATELY!**
- Complete a claim report and statement with the supervisor.
- Utilize First Aid Cabinet if necessary.
- If medical attention is necessary, the supervisor may provide you with an Authorization for Medical Treatment form.
- When visiting a clinic, report directly to the clinic and report directly back to work. Provide your supervisor the Doctors Status Report.
- Morrison provides light duty work based off the Doctors request. You will need to sign the Modified Duty form either accepting or rejecting the light duty work.
- Communicate! Make sure to inform your manager of any future doctor visits so that they may schedule accordingly.

Be proactive! Prevent accidents from occurring by following safety procedures!

Always Think Safety!