



Reporting an Injury

When an employee is injured at work, certain reporting requirements must be carried out. When completing the reporting requirements, take care to withhold judgement of how the event happened. Focus on determining the root cause of how and why the accident occurred and what steps can be taken to avoid a similar incident in the future.

HR will follow-up with the manager and/or employee regarding any additional requirements or steps that need to be taken after the initial forms are filed.

If the injury requires only basic first aid:

- Complete the Injury Report form. Have the injured employee review and sign the form.
- Submit the completed form and Witness Statements, if any were completed, to HR via email within 24 hours. Witness Statements are not required for injuries requiring only basic first aid.

If the injury requires more than basic first aid care, but is not serious:

- Focus on properly caring for the employee's injury.
- Advise the employee they are able to seek medical care if needed and if they do, to inform the care provider it will be a Workers' Compensation claim. Have them provide the HR phone number 352-792-0978 x123 to the care provider and also notify their manager and/or HR if they do seek medical care.
- Complete the Injury Report form. Have the injured employee review and sign the form. If the injured employee would prefer to write out their own statement of the incident, have them fill out the Witness Statement form instead of signing the form completed by the manager/supervisor.
- Have each witness to the incident complete a Witness Statement.
- Submit the completed form and Witness Statements, if completed, to HR via email within 24 hours.

If the injury is serious and requires an ambulance or emergency room care:

- Focus on the immediate care of the employee. Notify the first responders and/or hospital that it will be a Workers' Compensation claim. The employee must be transported to the most logical location for treatment, whether by personal vehicle or ambulance. After the initial visit, the employee has the legal right to select the provider they wish to use for follow-up care, if it is needed.
- As soon as another employee is available to do so (preferably within 5-10 minutes), have them contact HR to let them know there has been an injury, starting with the first number/method on the list below and working down the list until they reach someone by phone. This does not have



to be a manager or an employee who witnessed the injury, but someone who is available to contact HR. **Do not delay care for the employee while waiting to speak with HR. The priority is the employee.**

1. First call 352-792-0978 x123 (Leah – main HR number)
 2. If no answer, text Leah at 352-559-2432 (Leah direct work line) and 931-224-1426 (Leah personal cell for after-hours)
 3. If no answer to the call or texts within 10 minutes, call Leah’s personal cell. Leave a message if no answer.
- Have all employees on site at the time of the incident complete a Witness Statement. Statements should contain only factual information. If the employee did not see the incident, but heard it happen, their statement should contain that information, as it could prove to be helpful to the Workers’ Compensation administrators.
 - Complete the Injury Report form.
 - Submit the completed form and Witness Statements to HR within 24 hours of the incident.
 - HR will communicate with the Workers Compensation administrator, begin the investigative process and contact the employee and manager for additional forms and information as needed.