



## Reporting Workplace Injuries

- Employees are to report all injuries, no matter how minor, to their Supervisor at the time they occur.
- Promptly report all accidents, hazards, unsafe equipment, and unsafe acts to your Supervisor.
- In the event of an occupational injury or illness, employees are to seek first aid and/or medical assistance immediately.
- Each Supervisor is trained and certified to provide first aid services.
- All Supervisors must notify their Safety Rep of the injury and an incident report must be completed within as soon as possible.
- Injured employees who may require outside medical care, must go to a company designated medical facility, failure to do so could result in noncoverage.
- If there is reasonable suspicion and deemed by the Safety Director, a drug screen shall be conducted as soon as possible, or within 2-hours after work related injuries are treated by outside medical care providers.
- All Weigand Employees carry a driver's license or other photo-ID, since positive identification is required to visit an outside medical provider.
- Injuries not reported at the time of occurrence will be submitted as "questionable" and may be denied by our insurance carrier.

