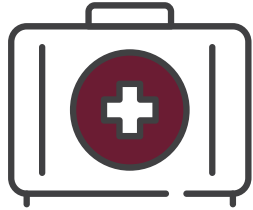


WORKPLACE INJURIES

FOR MANAGERS



MANAGER RESPONSIBILITIES FOR INJURIES ON THE JOB



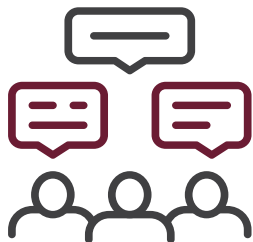
TAKE CARE OF THE PEOPLE

- Injured Person
 - First Aid/Emergency Care
 - Do they need to take a short break?
 - Even for minor injuries, check back prior to the end of the shift
- Evaluate: Is anyone else in potential danger?



INVESTIGATE

- Ask the employee what happened
- Ask witnesses what happened
- Ask the employee to complete an Incident/Accident Report
- Complete the Manager/Supervisor Investigation Form
- Take pictures of the accident location (as appropriate)
- If a Machine/Equipment is in use, note identifying number
- If a Machine/Equipment malfunctioned, remove from service (as able)



COMMUNICATE

- Direct the employee to HR or Recovery at Work Coordinator
- Place a call ahead of the employee's arrival
- Follow designated verbal and written reporting requirements
 - Complete the Investigation Report on Time
- Per policy, stay in communication with the injured worker
 - Concern
 - Compassion
 - Checking in From the Team



RECOVERY AT WORK

- Understand the Recovery at Work Program
- Support reasonable accommodation (as appropriate)