



## **Workers Compensation**

### **What to do when you are injured on the job**

- € Immediately report injury to your supervisor even if the injury seems minor.  
**(You may lose your rights if not reported promptly.)**
- € Fill out the first report of injury form. **You must submit this to Maddie in Human Resources by the end of the shift for the day, usually 5p.m.** If injury is on weekend please submit by Monday morning.
- € Report to Work-med if treatment is needed. If afterhours or weekend visit Insta-Care or hospital if necessary. **\*Drug test is mandatory when treatment is needed. Work-med can be contacted at 801-543-4089 on weekend or afterhours, they will travel to perform a drug test.**

**Work-Med - 1355 W. Hinckley Dr.**

**Daytime phone # 801-387-6150**

**Monday to Friday, 7:30a.m. - 5:30p.m.**

- € Inform physician that it is a work related injury. This helps insure that your visit is properly billed and not delayed.
- € If injury is disabling and serious enough, OSHA must be contacted within 8 hours of the occurrence. **The number for reporting to OSHA is 801 530-6901.** Listed below are guidelines for contacting OSHA if necessary.
- € Please do not hesitate to call Human Resources at **801-399-8624** with question or assistance.

**OSHA Guidelines for reporting.** Guidance on “disabling and serious” includes, but is not limited to the following: **any injury or illness resulting in immediate admittance to the hospital, permanent or temporary impairment in which part of the body is made functionally useless or is substantially reduced in efficiency on or off the job which would usually require treatment by a medical doctor (examples of such injuries are any amputation, fracture, deep cuts, severe burns, electric shock, sight impairment, loss of consciousness, and concussions);** illnesses that could shorten life or significantly reduce physical or mental efficiency by inhibiting the normal function of a part of the body (examples of such illnesses include cancer, silicosis, asbestosis, byssinosis, hearing impairment and visual impairment).

**\*Note: The exception to this rule is if you have a serious and disabling accident while driving on a public highway or road. Local law enforcement will investigate; OSHA does not need to be contacted.**