

# Procedures for Reporting Injuries

If injury occurs: **NOTIFY YOUR SUPERVISOR IMMEDIATELY !**

All work related injuries should be promptly and properly reported to the employee's supervisor. It is mandatory that a call to Company Nurse be completed within 24 hours. The supervisor or designated person will release the employee to seek medical treatment, if needed, at Trimark Corporate Health Services, Fort Dodge. In the event of an emergency, it is primary to get medical attention for the injured employee as soon as possible wherever possible.

If an employee is injured:

- Step One: The **employee** (and the **employer if preferred**), will call Company Nurse, Phone Number 1-888-770-0928 and the Search Code for Calhoun County IA012.
- Step Two: The **employer** may complete an *Employer Investigation Report*.
- Step Three: The **employee** may sign the *Authorization to Release Information* (if treatment might be necessary).

If the employee needs medical attention:

- Step Four: The Workers Compensation Designee will make the appointment for the injured employee and notify the physician of their job duties or provide a job description. The employee must return to the Workers Compensation Designee after the appointment.

If the employee misses more than three full days of work:

- Step Five: The Workers Compensation Designee will complete a history of salary and hours worked if requested by IMWCA.

Conclusion:

- Step Six: An Incident Investigation will be completed by the Safety Coordinator and signed by the Department Head. The incident will be reviewed by the Safety Committee.

If a serious injury or fatality occurs, immediately contact the Workers Compensation Designee.

**Contact your Workers Compensation Designee:  
Courthouse & Attorney & Conservation – Kristi Johnson  
Secondary Roads - Shelly Bleam  
Annex I & II & Emergency Services - Kristi Johnson**

Deliberately falsifying, altering, or supplying false information on Workers Compensation claims may be grounds for disciplinary action and may result in immediate discharge.