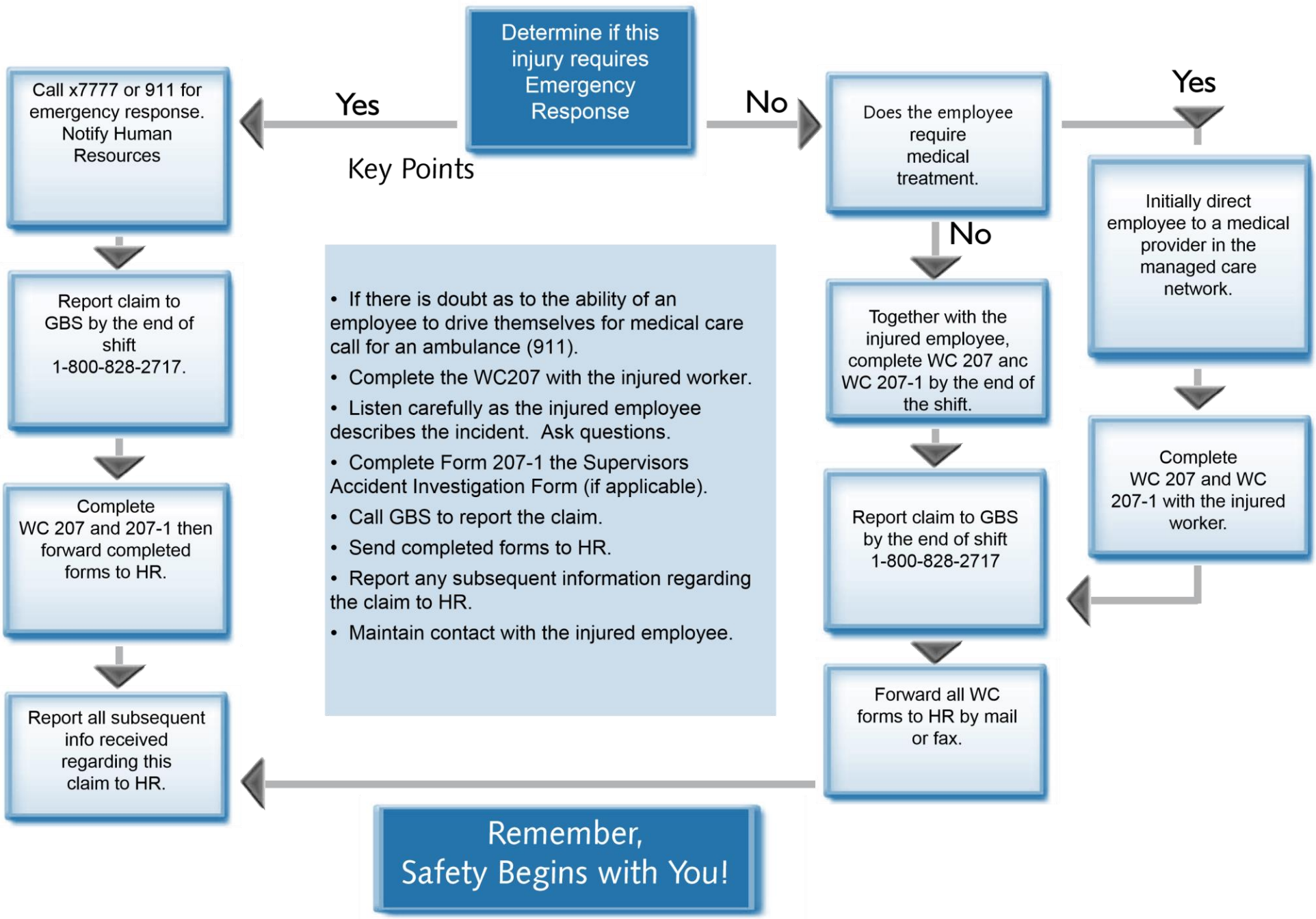Supervisors:
What should you do when an employee reports an on the job injury or illness?