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

Key Points:
- If there is doubt as to the ability of an employee to drive themselves for medical care, call for an ambulance (911).
- Complete the WC207 with the injured worker.
- Listen carefully as the injured employee describes the incident. Ask questions.
- Complete Form 207-1 the Supervisors Accident Investigation Form (if applicable).
- Call GBS to report the claim.
- Send completed forms to HR.
- Report any subsequent information regarding the claim to HR.
- Maintain contact with the injured employee.

Remember, Safety Begins with You!