



TO REPORT A WORKPLACE INJURY

911 is to be used for **emergencies only**.

An emergency is any serious medical problem (chest pain, seizure, acute bleeding), any type of fire (business, car, building), any life-threatening situation (fights, person with weapons, etc.) or to report crimes in progress.

TO REPORT nonemergency WORKPLACE INJURY:

- 1) **NOTIFY** the immediate supervisor
- 2) Supervisor (or HR) will **COMPLETE** the first report of occupational injury or disease
 - a. Note: prepopulated forms will be on found on Saddleback's community page. Meanwhile, all supervisors must keep copies of the form for quick access.
- 3) Supervisor (or HR) will **COPY** the first report for the employee and return the original to HR (Employment Services) within 24 hours of injury.

Stop here if the injury is not severe enough for medical attention. For injuries requiring medical attention:

- 4) Supervisor (or HR) will **CALL** Occupational Health with the injured employee – the number is 207-779-2367 (they will ask for information found on the form). Usually, they will ask to talk with the employee to arrange for an appointment, etc.
- 5) HR (Or supervisor) will **NOTIFY** the insurance company within 2 days after an incident – claim information is on the top of the form.
- 6) Employee will **UPDATE** their supervisor (or HR) daily

Note: Supervisors are responsible for making sure employees who are working while they are not at work are covered by another 'trained' supervisor.