

STEPS TO FOLLOW IF AN INJURY OCCURS WHILE ON THE JOB ...

If an injury is a medical emergency, DIAL 911

Step #1

If injury is *not* a medical emergency, the Employee **MUST** report the injury to his/her direct Supervisor. *(even if it doesn't appear to be an issue at the time of injury.)*

Step #2

If injury is a medical emergency, and your direct Supervisor is not available, please **contact** the **Workers' Comp Clerk**, Vicky Mobley at 924-2925 **PRIOR** to seeking medical attention **OR** scheduling a doctor appointment. **If** the Workers' Comp Clerk is not available, please contact the following designee in this order: Assistant Supt. of Personnel, Karl Dearie (927-1930) or Safety Coord., Lee Wight (927-3905 or 909-0334).