



## Workplace Injury Checklist

For every employer, the primary objective is to ensure that employees go home the same way they came to work: safe and healthy. But when an Alliance Industrial Solutions Employee is injured at your facility, take these steps for proper risk management. **All accidents — no matter how minor — must be reported.**



### Step 1: Immediate notification

- The Alliance Industrial Solutions employee shall notify their *workplace supervisor* immediately to report the accident/injury or illness
- The Alliance Industrial Solutions employee shall notify an Alliance Industrial Solutions *representative* immediately to report the accident/injury or illness to coordinate treatment or a medical evaluation



### Step 2: Assess the need for treatment

**Send the Alliance Industrial Solutions employee to Urgent Care or the emergency room for:**

- Head trauma
- Broken bones
- Excessive bleeding
- Life-threatening event

**For all other injuries, including cuts, bruises, muscle strains, and illness,** contact Alliance Industrial Solutions so we can determine if the associate should go to our preferred provider for the appropriate care.



### Step 3: Forward documentation to Alliance Industrial Solutions

- Incident Report
- Statements from Supervisor(s) and Witness(es) if applicable



### Step 4: Follow up

**Following receipt of medical paperwork, Alliance Industrial Solutions will inform the client of:**

- The injury's severity
- Any work restrictions for the employee
- The employees' expected return-to-work date
- Any required follow-up doctor appointments and next steps



### Step 5: OSHA documentation

Although the employee is not your employee, you are required to record work-related injuries or illnesses on the OSHA 300 log (29 CFR 1904.39-42, *Subpart E-Reporting Fatality, Injury and Illnesses Information*).