



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 a Selectemp 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 Selectemp employee shall notify their *workplace supervisor* immediately to report the accident/injury or illness
- The Selectemp employee shall notify a *Selectemp representative* immediately to report the accident/injury or illness to coordinate treatment or a medical evaluation
- Notify your local Selectemp branch office

✓ Step 2: Assess the Need for Treatment

Send the Selectemp employee to Urgent Care or the emergency room for:

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

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

✓ Step 3: Forward Documentation to Selectemp

- Incident Report
- Statements from Supervisor(s) and Witness(es) if applicable
- The name and contact information of your safety contact

✓ Step 4: Follow Up

Following receipt of medical paperwork, Selectemp 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
- Facilitate and modified work that may be completed on your job site

✓ Step 5: OSHA Documentation

Selectemp carries Workers Compensation coverage on all of our employees so it is our responsibility to file the claim with SAIF. We will provide the 801 form to you for your records/use when recording work-related injuries or illnesses under the OSHA 300 log.