



STEPS TO FOLLOW WHEN REPORTING A WORK-RELATED INJURY, ACCIDENT OR OCCUPATIONAL ILLNESS

CONTACT RISK MANAGEMENT @ 800.824.8367 IMMEDIATELY TO REPORT AN INJURY, ACCIDENT OR OCCUPATIONAL ILLNESS

EMAIL: WCRISKMGMT@UNIQUEHR.COM

AFTER-HOURS PLEASE CALL:
361.331.0384

Step 1

Participants or supervisor must report **ANY/ALL** work-related accidents, injuries and/or occupational illnesses **immediately**, by calling **Risk Management at 800.824.8367**. **NOTE: EVEN IF THE PARTICIPANT DOES NOT REQUIRE MEDICAL TREATMENT, ALL STEPS MUST BE FOLLOWED.**

Step 2

Participants will be directed to a medical facility for appropriate and quality care. Please understand, emergency rooms are costly and are used for severe injuries only.

Step 3

A Post-Accident Drug Screen **is required on all work-related incidents/accidents.** If the participant does not seek medical treatment, post-accident drug/alcohol testing is still required and must be performed on the date of the incident/injury occurred, but no later than 24 hours after the incident date. Failure or Refusal to have a post-accident drug/alcohol testing performed within 24 hours is grounds for termination of employment.

Step 4

The **Injury Reporting Forms Packet** must be completed on all work-related accidents, injuries, and occupational illnesses. If treatment is refused, the injury reporting forms must still be completed, with the **Refusal of Treatment** section signed (if applicable) by the injured participant. Please fax the completed reporting forms to Risk Management immediately at **866.516.7270**, but no later than 24 hours from the date the incident/injury occurred. You may also email the completed forms to **WCRiskmgmt@UniqueHR.com**.