



Civitan Workers Compensation Process

1. Immediately report any workplace injuries to Supervisor, then HR.
2. If life or limb threatening emergency, call 911
3. With Supervisor present, Call TriageNow at 1-855-863-9088
 - a. If supervisor is unavailable call TriageNow directly
4. Follow their instructions. They will send HR all the necessary paperwork
5. HR will follow up with the SPV and EE for a more detailed report of the incident for investigative purposes.
6. If employee is instructed to go to Urgent Care or ER, they must request a release to come back to work, and submit to HR.
7. Employee is to keep HR posted on all visits, and progress. In addition, HR will continue to check on employee's progress. If the employee is given work restrictions or light duty employee needs to check in with HR before the start of their next shift to make sure all work restriction protocols are being followed. HR will supervise and oversee all light duty, modified duty and work restrictions. All managers and supervisors need to refer all employees regarding work related injuries to HR.
8. All incidents will be reported to the safety committee after the investigation is completed. The safety committee will document the incident on the safety log and initiate mitigation efforts as appropriate.

HR will receive immediate notices via email for all injuries that are called in to TriageNow. When an employee is referred to care, TriageNow will fax an injury alert notice to the clinic to arrive prior to the employee arriving at the clinic.

A more detailed video can be viewed here: <https://vimeo.com/289482050/72a5f9107c>

Posters are to be posted in at each location.

