



Toolbox Talk

Topic: Prompt Injury Reporting

There's a direct correlation between the prompt reporting of injuries and successful loss mitigation. Employers that require immediate injury reporting statistically enjoy lower experience modifiers and their employees attain prompt and appropriate medical treatment that fosters better outcomes for injured workers.

Our goal is to have all claims reported to 3CU within one business day. This includes incident only, medical only and time/loss indemnity claims.

Employees must:

- Make reasonable effort to correct unsafe field conditions.
- Notify supervisor for help with hazard elimination.
- Follow all safety rules and practice general injury prevention precautions.
- Notify direct supervisors when a work-related injury occurs or has been witnessed.
- Complete required paperwork.
- Be available to speak with claim adjuster.
- Attend all doctor and physical therapy appointments.
- Only work within directed restrictions if/when returning to light or modified duty.

Supervisors must:

- Regularly inspect the job site for safety hazards.
- Correct unsafe behaviors through retraining or discipline.
- Report job injuries to the office or follow company triage plans.
- Complete an accident investigation and determine root cause.
- Take the injured employee to the clinic, if required.
- Follow drug and alcohol testing procedures.
- Ensure the injured employee files the injury report, signs paperwork and follows all work restrictions if they return to light duty.
- Be available to speak with the claim adjuster.

