

# MEMO

TO: ALL EMPLOYEES

FROM: Teresa Campbell, Human Resource Director

RE: Work Related Injuries

**ALL ON THE JOB INJURIES MUST BE REPORTED IMMEDIATELY!!!**

If you are injured on the job, it is SoCoCAA policy to report your injury to your supervisor **IMMEDIATELY**. If your supervisor is unavailable you need to call the Human Resource Department at 970-563-4517 and report it to me. If I am unavailable leave a message on my voice mail to verify the date and time of injury. If possible please assist your supervisor in filling out a "First Report of Injury" form and fax to me **IMMEDIATELY** at 970-563-9493.

If you need medical treatment that is not an emergency, call your designated medical provider and make an appointment. If you need emergency care you should go to the nearest emergency room. If you are uncertain as to the need for emergency care, call your designated medical provider and they will advise you. If the injury is life or limb threatening call 911.

---

Your signature below is verification that you have read and are fully aware of this company policy regarding the report of work related injuries.

- *Failing to report an injury in a timely manner may be grounds for disciplinary action.*
- *If you fail to see the designated medical provider you may be responsible for the charges and may jeopardize your worker's compensation claim.*

---

Print Name

---

Signature of Employee

---

Date