



ACCIDENTS / INJURIES PROCEDURES

Keep this copy for yourself

The following procedures must be followed for all work related injuries

1. ALL ACCIDENTS/INJURIES must be reported to your foreman or supervisor, even if no medical attention is required. The injured employee must complete a Report of Employee Injury/Accident whether or not medical attention is required. It will be placed in their medical file for future reference in case of problems.
2. The supervisor must complete a Supervisor's Reports of Accident, i.e. the person your report to on your assignment, at the same time the employee accident report is being filled out, regardless of whether medical attention is required. Both reports need to be faxed to EP office at (904) 278-0558.
3. If the injury requires medical attention and is not an emergency situation, have your supervisor call 888-278-1150 prior to going to a medical facility. In case of an emergency, have your supervisor call and report which medical facility you are being transported to. We need to authorize treatment, arrange for proper billing, and determine that the facility follows proper procedures.
4. If an employee must be off on disability, he/she must notify their Supervisor. If off for an extended period of time, the employee must go by their office or call at least once a week to advise EP of their status. Upon receiving a release to return to work, you must call the office to report your availability.
5. Anytime an employee is on light duty the doctor's restrictions must be followed. The employee may return to his regular duties only when release in writing by the doctor. It is your responsibility to tell the doctor that EP has all types of light duty work.
6. A drug screen is required for all injuries. A drug test is required to be taken within 24 hours after an injury is reported. Refusal to submit to a drug test will result in the same consequences as a positive drug or alcohol test.
7. I understand and agree to abide by the above accident procedures. I understand that any payments to me or to anyone else for expenses in connection with my accident and resulting injury is not an admission of liability on the part of EP. In the event of an injury, I authorize full access to copies of medical records, radiology reports, drug/alcohol screenings and documents of any kind relating to my past or present injury/illness to EP. I hereby agree to release this information and hold all such medical providers harmless from the release of this information as set forth in this authorization.