

Employee Accident Procedure:

1. Take care of the employee immediately
2. If life threatening call 911
3. If Employee is okay, fill out an accident form either requesting medical treatment or refusing medical treatment.
4. Get any witness statements
5. Explain to them that there is a procedure and we will direct them to an urgent care, walk-in clinic, etc. – Emergency Room will not be authorized unless life threatening situation.
6. If they go to an unauthorized facility they will be responsible for any payments for treatment
7. If they refused initial medical treatment, they must contact a manager or DM prior to seeking medical treatment- they cannot assume they can just go anywhere
8. Contact Phil 407-466-2357 by phone, text or email phil@kymberlygroup.com as soon as possible if employee is seeking medical treatment or just reporting an incident not needing medical treatment.
9. Company Policy any employee injured on the job will be Drug Tested at time of treatment.
10. Explain that company policy states that a light duty job can be offered within 3 days of being treated and they must return any paperwork they receive from the medical treatment so we can accommodate any restrictions they have.

**Contact Phil 407-466-2357 by phone, text or email
phil@kymberlygroup.com immediately.**