

Workers' Compensation Packet Process

If an employee is injured while at work the incident must be reported to the employee's supervisor immediately. If necessary, the employee should be medically examined and/or treated. In the event of an emergency, the employee should go to the closest emergency room for assistance. When not an emergency, the employee is required to consult one of the doctors listed on the approved physician panel. A current listing can be found in the back of the packet.

Follow the steps below regarding the Workers' Comp Packet, please be as descriptive as possible.

1. Notify the Human Resources Department of team members injury immediately at 610.913.0076.
2. Complete page 2 "Injured Team Member Report Form" immediately after incident.
 - a. Should be completed by injured team member or supervisor if team member is unable.
3. Supervisor should complete "Supervisor Incident Review" and "Incident Cause and Prevention of Future Incidents" with the team member involved and at the scene of the incident. These forms should be reviewed with and signed by the Safety Committee Chair and HR department.
4. All witnesses must complete page 5.
 - a. Page 5 may also be used for additional information of injured team member.
 - b. The "Witness Statement" can be duplicated as necessary.
5. Have injured team member sign "Notice of Rights and Duties", "Workers' Compensation Information" and "Authorization for Release of Health & Medical Information Form."