

Employee Injury

1. Medical Provider Selection

Have a pre-arranged medical provider before the incident. This medical provider should be familiar with your company and its operations.

2. Medical Attention

Get the injured employee proper medical attention (urgent care, etc.). You should stay with the injured employee during their visit to the doctor. At urgent care, let the physician know that it is your goal for the employee to be able to return under a light duty program ASAP.

***Take Request for WC Medical Info Form with them**

3. Report to Granite Insurance or Carrier

Report the employee injury to Granite Insurance by **sunset that day** (call or email).

*Notify OSHA (1-800-321-6742) within 24 hours if hospitalization, amputation or loss of an eye or 8 hours if a fatality.

4. Report to Insurance Company

Complete state specific WC Injury Forms to send to insurance company and CC Granite Insurance.

5. Return to Work / Light Duty

It is the goal to get the employee back to work before they miss three (3) days of work. This is very important to help control your experience mod. The injured employee may be assigned to any appropriate light duty position that the doctor approves. (If possible)

6. Normal Condition

Your organization, workers compensation company, doctors, etc., work together to get the employee back to normal working condition in the quickest time possible.

Red Flags: If you notice any red flags regarding an employee or participant injury please document these and let Granite Insurance and your insurance company know.

Additional Info: If you receive any additional information (medical bills, new evidence, etc.), please report or send this information immediately to the claims adjuster.

Media Interaction: Your company should have one designated person for interaction with media during an unfortunate event. An appropriate comment is, "We are deeply sorry that the event occurred. We are cooperating with authorities and an investigation of what happened is still underway."