

TEAM MEMBER CHECKLIST **WHEN A WORK INJURY OCCURS**

- **Report all injuries** no matter how minor to your supervisor **immediately**, but under no circumstances later than the end of your shift.
- Complete in detail “Team Members” Written Statement”
- Obtain “Authorization for medical treatment/service” from your supervisor if medical attention is necessary
- **Return to your Plant Manager** before end of shift:
Team Members “Written Statement”
“Employee’s Claim for Workers’ Benefits”
“Medical Status” slip from doctor
- **Retain** for your records:
1 copy of “Employee’s Claim for Workers’ Benefits”
“Facts for Injured Workers” pamphlet