



ON-THE-JOB INJURY INCIDENT PROCEDURES

- ❖ **Please keep this form for your personal records. This form defines your responsibilities in the event you are injured on-the-job.**
- ❖ If an injury occurs on-the-job during designated working hours, assess the injury and provide **first aid** whenever possible. The employee is responsible for notifying their **Supervisor immediately** before leaving work for the day.
- ❖ If the injury is **life threatening**, proceed to the nearest emergency room. Please provide the emergency room staff with the name of **your worksite** employer including the name of Sunwest (i.e. ACE Construction/Sunwest Employer Services). In addition, please provide the following Workers' Compensation Contact Information to the emergency room staff:

WORKERS' COMPENSATION CONTACT INFORMATION

SUNWEST CONTACT: CONNIE DIXON
PHONE NUMBER: 602-386-3544
TOLL FREE: 888-284-3734 EXT: 280
FAX NUMBER: 602-386-3575

- ❖ If medical attention is required beyond first aid but not life threatening, employees must seek initial treatment at the nearest Concentra Medical Clinic (Concentra). Please provide the Concentra Staff with the Workers' Compensation Contact Information listed above. Your worksite employer should have a list of Concentra locations available for you to review.
- ❖ If a Concentra location is not available in your city or state, please seek treatment at the closest urgent care facility.
- ❖ The supervisor must immediately notify Sunwest at the time of injury or within 24-hours. If the supervisor is unavailable, the employee must report the injury immediately to Sunwest within 24-hours at the Workers' Compensation Contact Information listed above.
- ❖ **The supervisor and employee must complete the Client Report of Injury/Illness Form which is located on the Sunwest website, at www.sunwestes.com and fax the form to Connie Dixon at 602-386-3575. Please note that you must fax this information within 24 hours of the injury.**
- ❖ **For all questions regarding work related injuries, contact Connie Dixon at the contact numbers listed above.**