



An Employee Has Just Reported a Work Injury. What's Next?

STEPS TO TAKE:

- ✓ Make detailed notes about how the injury occurred, and (if possible) obtain written witness statements.
- ✓ Have the employee complete and sign an accident report.
- ✓ Notify your workers' compensation carrier immediately.
- ✓ Provide the employee with an injury claim form and contact information for your workers' compensation carrier.
- ✓ Complete a North Carolina Industrial Commission Form 19, Employer's Report of Injury.
- ✓ Review any available post-offer medical documentation to see if the employee reported problems with the body part he/she claims is injured.
- ✓ Make sure the employee is aware of your light-duty return to work policy.
- ✓ Get a post-accident drug test.
- ✓ Ensure supervisors are aware of, and abide by, any applicable light-duty work restrictions.
- ✓ Express sympathy. It's OK to be nice!

For more information or assistance with a matter, please contact one of our workers' compensation attorneys or visit our website at www.youngmoorelaw.com.

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