

## :: Reporting Injuries ::

The tasks you perform on your job, both regularly and on a nonregular basis, can certainly lead to injuries if you are not careful or fail to follow appropriate safety procedures or wear appropriate personal protective equipment, or PPE.

To ensure you receive the proper treatment as well as being provided for in the event of serious injury, you should report injuries to your supervisor, no matter how minor they may appear.

Due to the fact that you may work around environments that could contain germs and/or other hazards, it is important that you protect yourself by wearing personal protective equipment and also by reporting injuries. Even a minor injury such as a cut should be reported as it can lead to something more serious if it is not treated promptly or properly.

Cuts/abrasions can lead to infections and/or contact with certain bloodborne pathogens such as HIV. If you have any open sores, cuts or abrasions on your hands, arms or legs, you should cover them with at least the appropriate band-aid before you start work. Taking the opportunity to cover wounds before working will lessen the opportunity to come into contact with some type of germs or diseases.

Whether you're a temporary employee or not, you must take responsibility for your own safety and must follow established safety rules and standards, attend required training provided and report unsafe acts and conditions to your supervisor immediately.

### **Reporting injuries immediately is important for three reasons:**

- 1) so that any medical expenses related to the injury can be accounted for and paid in a timely manner;
- 2) so that your injury claim can be processed as quickly as possible, and most importantly;
- 3) so that any unsafe/hazardous condition can be addressed and corrected quickly to prevent additional injuries.

The bottom line, and your goal, should be **NOT** to sustain a work-related injury! However, if you do sustain a work injury, you should report it in a timely manner. Remember, working safely and following proper work procedures can get you home to your family in one piece.