



Workplace Injury Checklist

For every employer, the primary objective is to ensure that employees go home the same way they came to work: safe and healthy. But when a Bonney Employee is injured at your facility, take these steps for proper risk management. **All accidents — no matter how minor — must be reported.**

✓ Step 1: Immediate notification

- The Bonney employee shall notify their *workplace supervisor* immediately to report the accident/injury or illness
- The Bonney employee shall notify a *Bonney representative* immediately to report the accident/injury or illness to coordinate treatment or a medical evaluation

✓ Step 2: Assess the need for treatment

Send the Bonney employee to Urgent Care or the emergency room for:

- Head trauma
- Broken bones
- Excessive bleeding
- Life-threatening event

For all other injuries including cuts, bruises, muscle strains, and illness, contact Bonney so we can determine if the associate should go to our preferred provider for the appropriate care.

✓ Step 3: Forward documentation to Bonney

- Incident Report
- Statements from Supervisor(s) and Witness(es) if applicable

✓ Step 4: Follow up

Following receipt of medical paperwork, Bonney will inform the client of:

- The injury's severity
- Any work restrictions for the employee
- The employees' expected return-to-work date
- Any required follow-up doctor appointments and next steps

✓ Step 5: OSHA documentation

Although the employee is not your employee, you are required to record work-related injuries or illnesses on the OSHA 300 log (*29 CFR 1904.39-42, Subpart E-Reporting Fatality, Injury and Illnesses Information*).