

1. It is imperative each new hire have a background check, drug test & filled out new hire paperwork before starting job for OSHA compliance.
2. An employee has 7 days to report accident.
3. Supervisor must have employee fill out C-2, if possible. If injury is life threatening call 911.
4. Any accident that requires medical attention send to Concentra Medical Centers. Fill out Concentra green sheet.
5. If there is an accident with no injuries send employee for drug test. Fill out Concentra green sheet and mark no injuries drug test only.
6. Supervisor must fill out supervisor's investigation report and OSHA Form 301.
7. When employee returns to work, the supervisor needs to check their copy of the C-4 to see if the employee is on full duty or modified duty. It is very important if employee is on modified duty to figure out what they can and can't do. And follow up with employee to go to their next Doctors appointment until released to full duty.
8. The C-2, the supervisors investigation report, the OSHA form 301, the C-4 and any information from Concentra must be given to the Office Manager within 3 working days of the accident, so they can complete a C-3 and complete OSHA log.
9. Loss of Consciousness is a OSHA log recordable event no matter how long employee is unconscious. You must notify your General Manager or General Sales Manager, or your Service Manager.
10. Immediately after the death of any employee work related or not, or the hospitalization of three or more employees as a result of a work related incident you must notify your General Manager or General Sales Manager, or your Service Manager.