

EMPLOYEE INJURY REPORTING PROCEDURES

- 1. All injuries, possible injuries and near misses are to be reported. They are to be reported as soon as possible after the injury to your immediate supervisor but no later than the end of your shift so that appropriate medical attention can be provided as well as a post injury non-DOT drug screen and alcohol testing.**
- 2. Not reporting your injury in a timely fashion could result in delays in initiating workers compensation benefit procedures, denial of your claim and disciplinary action for not following injury reporting procedures.**
- 3. If your immediate supervisor is not available injuries can be reported to the following personnel:**
 - Mark Mitcham in Girard, OH at (800)873-5059 x-129 or at mmitcham@aimntls.com**
 - Debra Neff in Girard, OH at (800)873-5059 x-127 or at dneff@aimntls.com**
 - Bob Thibodeau in Girard, OH at (800)873-5059 x-155 or at bthibodeau@aimntls.com**
- 4. Injuries on an off shift can be reported to Central Operations at (800) 326-4246, if it is a serious injury they will contact Mark Mitcham at home.**

Although our ultimate goal is not to have injuries we need to be prepared in the event of an injury so that our most valuable assets, our employees, receive the medical treatment they need to resume their pre-injury activities. Without you the wheels stop turning!