

SUPERVISOR INJURY REPORTING PROCEDURES

1. All injuries, possible injuries and near misses are to be reported. They are to be reported within two hours of injury to Mark Mitcham in Girard at (800) 873-5059 extension 129. Should I not be available contact Bob Thibodeau at extension 155 or Debra Neff at extension 127. If the injury occurs on an off shift or a weekend and it is a minor injury I need to be notified on the next business day. If the injury is life threatening or results in death contact me at (330) 637-6698. If you have email the following people are to be notified of the injury and provided with basic details on the name of the injured employee, time of injury, type of injury and the name, address and phone number of where the injured worker has gone for treatment.
 - Mark Mitcham
 - Patty Durkin
 - Your Regional Maintenance Manager and Ken Singleton for Aim National Lease
 - Your Regional Coordinator, Bob Thibodeau, Bruce Berger and Terry Dimascio for Aim Dedicated Logistics and Aim Dedicated Company
2. For every injury, possible injury or near miss the supervisor's injury investigation report is to be completed and faxed by the next business day at the latest to Mark Mitcham at (330) 759-5537 or emailed to mmitcham@aimntls.com. Both pages of this report are to be completed by the supervisor after they have interviewed the injured worker and properly investigated the injury. In the event of a serious injury and you are unable to talk to the injured worker you are to complete as much information as possible and complete the remainder of the report when you can speak to the injured worker.
3. Whenever possible I will talk to the injured worker and record the information regarding the injury on the Workers Compensation Report for the respective state. There will be times when I will ask you to complete the report; most of you should have a copy of each report for your respective state. If not I will provide you with a copy of the report.