

INJURY RESPONSE & REPORTING

Procedures

IF AN INJURY OCCURS

IS THE INJURY LIFE-THREATENING,
REQUIRING IMMEDIATE MEDICAL CARE?



MEDCOR #
1-833-919-1779

NO

YES

1

**INCIDENT REPORT MUST BE CALLED
IN TO MEDCOR 1-833-919-1779.**

If a minor is involved, see additional
information below.

Notify Area Supervisor at this time.

2

PER MEDCOR TRIAGE NURSE:

- 1. Perform self-care as instructed
- OR**
- 2. Go to clinic* provided by nurse

1

**CALL 911 FOR EMERGENCY MEDICAL
ASSISTANCE AT THE STORE.**

Contact the police if the injury is a
result of a criminal act or an accident
requiring police assistance.

2

**CALL INCIDENT INTO
MEDCOR 1-833-919-1779.**

- Notify Area Supervisor
- If a minor is involved, see
additional instructions below.

NOTICE TO ALL SHIFT MANAGERS & SUPERVISORS, Next Steps:

- After completing the Medcor call, the Shift Manager (or Supervisor) must notify HR of the incident.
- If the colleague is referred to a clinic and receives any work restrictions or is medically unable to work, the Shift Manager (or Supervisor) must immediately notify HR to determine work status.
- Please forward all medical bills and correspondence to HR.

PROCEDURES FOR A MINOR

- Shift Manager to contact minor’s parent/guardian at emergency contact phone number to notify them of injury and to arrange transportation to occupational clinic (unless emergency assistance has been called to the store).
 - When parent/guardian arrives at the store, the shift manager obtains parent/guardian signature on Authorization for Release of Information form.
 - If parent/guardian is unavailable, shift manager must contact Human Resources or Recruiter/Trainer for further direction.
- Under no circumstances should a manager transport ANYONE to the occupational clinic without prior approval from the Market Director, Human Resources or the Recruiter/Trainer.**

The procedure above should be followed by all Little Caesars colleagues. This will ensure the incident is accurately reported as well as providing claim follow-up information that may be required by a clinic and/or hospital.

*See store bulletin board for additional authorized occupational clinics, if necessary.