

MANAGER GUIDE: WHAT TO DO WHEN A WORKPLACE INJURY OCCURS

Origami Injury Form

When a workplace injury has occurred a Origami injury form must be submitted immediately. Use the QR code to report the workplace injury.



CSG First Report of Workplace Injury

Complete step 2 of the CSG First Report of Workplace Injury. Submit the completed report to Human Resources (HR).



Team Member Statement

Have the injured team member complete step 3 of the CSG First Report of Workplace Injury. Submit the completed report to HR. If the team member would like to speak immediately to a nurse about their injury, please have them contact **TriageNow** at (844) 529-5888.



Any Witnesses?

If there are any witnesses, have them complete step 4 of the CSG First Report of Workplace Injury. Submit the completed report to HR.



Medical Attention?

YES Provide the injured team member with the necessary documentation (Authorization for Medical Treatment, Workers Compensation Guidelines, Temporary Prescription ID Card & CSG/Compass Cares Letter). These forms are in your Injury Reporting Manual.

NO Have the team member sign the Choice of Medical Treatment form. This form is in your Injury Reporting Manual. Submit the completed report to HR.

Medical Documentation

Direct the injured team member to submit any medical documentation to HR.



Verify Clearance Before Return

Before the team member returns to work, contact HR to confirm all required documentation has been submitted.

