



WORKPLACE INJURY REFERENCE SHEET ACCIDENT REPORTING PROCEDURES



REPORT THE INJURY OR ILLNESS IMMEDIATELY (PRIOR TO END OF SHIFT) TO YOUR MANAGER

- Assess the situation/injury.
- Send someone for help. Call 911 if needed.
- Render First Aid, if necessary and properly trained.
- Determine if professional medical attention is necessary.
- All Work-Related Injuries and Illnesses **MUST** be reported **IMMEDIATELY** whether or not professional medical attention is necessary.

REFER TO MANAGER FOR SPECIFIC INFORMATION REGARDING PREFERRED MEDICAL PROVIDERS

POST-ACCIDENT DRUG SCREEN

Employees may be required to submit to drug/alcohol screening after the involvement in a workplace or accident.

ACCIDENT INVESTIGATION

The Manager or Partner will conduct an investigation and complete the "Accident Investigation Form" (within 48 hours). Completed form is to be turned over to Sonic Loss Prevention for review.

EMPLOYEE/DOCTOR COMMUNICATIONS

It is the responsibility of the employee to meet with their Manager following each doctor visit to discuss the results of the appointment. The employee will bring with them documentation with the written instructions from the physician outlining medications, days away from work and any restriction of work or motion.

RETURN TO WORK

Sonic will make every effort to identify and create alternative or modified work-duty tasks matching a worker's impaired physical capability from a work-related injury or illness.

IMPORTANT: For work related injuries, all employees will need to follow Sonic's reporting instructions. Failure to follow the instructions could delay workers compensation payment(s) and could result in inaccurate information and reporting. Sonic has a list of Preferred Medical Providers. Please refer to your manager for specific Preferred Provider information. If an employee chooses to see a physician that is not on the list of Preferred Medical Providers, the employee must get prior approval from their Manager.

I acknowledge that information on the above subjects was furnished to me during orientation and/or employee training.

Employee's Signature

Date

Manager's Signature

Date