

[copperpoint.com/insurance-claims/workers-compensation-incident](https://copperpoint.com/insurance-claims/workers-compensation-incident)

### When a workers' compensation incident occurs, follow these steps:

- Immediately provide first aid and ensure the worker gets prompt medical care.
- Refer the injured worker to a preferred network facility or provider when possible.
- File a claim as soon as possible.
- Thoroughly investigate the circumstances surrounding the injury. Verify information with witnesses and supervisors. If the validity of the claim is doubted, please contact your adjuster.
- If you believe the injury was the result of negligence of a third party, indicate this on the First Notice of Loss and document the incident with photographs.
- Discuss with the claims adjuster how you can assist in returning the worker to his or her job as soon as medically possible.
- If you discover a situation exists that contributed to the injury, take photographs for evidence and correct the situation. A loss control consultant can help you if you need assistance.
- Depending on your company's policy, you also may want to get the injured worker tested for drugs or alcohol.
- If necessary, report to OSHA and update your company's OSHA log.