



INJURY INCIDENT PROCEDURES

Please read carefully and keep this form for your personal records. This form defines your responsibilities in the event you are injured on-the-job.

- ❖ If an injury occurs on-the-job during designated working hours, assess the injury and provide **first aid** whenever possible. Employees are responsible for notifying their supervisor immediately.
- ❖ Sunwest Employer Services, Inc. (Sunwest) requires **ALL** injuries that occur on-the-job be reported before leaving work for the day. **Failure to report on the day of injury may result in a denial of benefits.**
- ❖ If the injury is **life threatening**, proceed to the nearest emergency room. Provide facility staff with the name of **your** employer including the name of Sunwest (i.e. ACE Construction/Sunwest Employer Services). In addition, please provide the following workers compensation contact information:

Sunwest Payroll Contact:	<u>Katie Klassy</u>	<u>Yvonne Wagner</u>	<u>Brenda Graziano</u>
Phone No:	602-386-3556	602.386.3555	602.386.3557
Toll Free:	888-284-3736 x234	888-284-3736 x233	888-284-3736 x232
Fax:	602-386-3587	602.386.3586	602.386.3588

- ❖ If medical attention is required beyond first aid and it is not an emergency, employees must seek initial treatment at the nearest **approved medical provider**. Please provide clinic or physician with the workers' compensation contact information listed above.
- ❖ Approved medical providers lists are available at each employer location or you may contact the Sunwest Payroll Department.
- ❖ Employees are required to submit to a **post-injury drug and alcohol test within 24-hours of notification of injury on all injuries treated at a medical facility.**
- ❖ If an employee fails to pass, refuses to cooperate with, or refuses to take the post-injury drug and alcohol impairment test, workers' compensation benefits may be denied.
- ❖ The supervisor must immediately notify Sunwest at the time of injury or within 24-hours. If the supervisor is unavailable, the employee may report the injury directly to Sunwest immediately or within 24-hours.
- ❖ The supervisor and employee must complete the **Client Report of Injury/Illness** and fax to the Sunwest Payroll Department @ 602-778-9857, on the day of injury or within 24-hours.
- ❖ Failure to follow the above instructions may result in the denial of workers' compensation benefits. If benefits are denied, employees will be responsible for all costs incurred related to the injury.
- ❖ For all questions regarding work related injuries, contact the Sunwest Payroll Department @ 602-778-9856.