(Provide your company name)

Work-Related Injury and Illness Case Management Plan

Our local Occupational Health and Medical Facility is:

Name

Address

Phone #

Hours of Operation:

(if the medical facility does not have 7 day and/or 24 hr. service, address how after hours incidents will be managed, e.g. clinic callout, online medical consultation, etc.)

All injuries are reported to an employee’s (competent person/supervisor) immediately and an accident investigation is conducted. The (competent person/supervisor) contacts the main office with accident /incident information.

Injured Employees (competent person/supervisor) or site assigned medical personnel will escort injured employee to the Occupational Health and Medical Facility or hospital.

All injuries will be treated at the Occupational Health and Medical Facility unless it is life or limb threatening.

The Employees (competent person/supervisor) is responsible for follow-up and contact with an injured employee to help monitor and manage the injury process. This includes First Aids, OSHA Recordable, Restricted Work, Days Away From Work, Fatalities

Modified duty work is available for all job positions. It is our interest to keep an employee engaged in the early return to work process.

We will communicate the job duties of the injured employee to the doctor, and verify in writing that we have modified duty available.

We maintain close communication with our Occupational Health Clinic and require that they communicate the status of the employee in writing.

Our company’s injury notification procedures include conducting an accident investigation and contacting by phone and in writing our main office and notifying our client.

(Competent person/supervisor) keep in touch with injured employees and medical clinics at least weekly to manage the status and condition of our injured employees.

All accident and incident reports are discussed at (weekly/monthly) safety meetings with all employees. Corrective action is discussed and if necessary correct procedures are developed and implemented.