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Notification of a serious employee injury

In case of serious injury or a fatality, notify the Project Manager and Client Contact as soon as possible. If a third party is involved, notify the individual's supervisor and follow instructions below.

In either case, notify SHES Office as soon as possible. If injury is of a serious nature that requires immediate medical attention, the Superintendent will accompany the injured to seek appropriate medical attention.

It is the responsibility of Management to notify the individual's family. In those instances where the Project Manager is unavailable, notification to family becomes the responsibility of the Superintendent.

The Scene of a serious Injury

When a serious injury has occurred, do not disturb the scene of the accident any more than necessary. An undisturbed area will help the investigation. This is applicable if an accident is involving either an employee or a nonemployee.

Accident Investigation


If required, the appropriate Project Manager or Superintendent will appoint a team to investigate the incident and prepare written reports.

Off-the-Job Injuries

Occasionally when an employee calls in about a disability, it may not be clear as to whether it is the result of sickness or an injury. If there is any doubt about it, consult immediately with the Superintendent.

SHE desires that the injured be back on the job at least by the second scheduled work day following the injury. The first day after the injury usually provides adequate time for the injured to receive treatment from the doctor unless hospitalization is necessary.

We do not want to do anything that will jeopardize a person's health or aggravate an injury. Therefore, the employee should notify their Superintendent of the situation and visit an SHE appointed physician to determine fitness for work. If fit for work, the physician will establish the appropriate restrictions (see section "C"). The Superintendent should make a sincere effort to effectively utilize the employee within appropriate restrictions, by considering all assignments within his area of responsibility. If, however, an assignment satisfying the employee's restrictions and capability is not available, the employee should be sent home until an assignment is available or restrictions change. (Option)

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The following is a guide for the Superintendent's telephone conversation with the employee who calls in to report the disability. (Should the employee report into someone other than the Superintendent, the Superintendent should call and talk directly to the employee, if possible.)

Listen and avoid responding with hostility or defensiveness
Focus on the disability, not the employee.

Example: "How serious is your sprained ankle? I hope it has not swollen badly."

Do not focus on the employee and do not make such comments as:

Example: "You ought to know better than to play baseball at your age. Don't tell me you have hurt yourself again."

Express concern for the employee's well-being (health, sympathy, etc.)
Explain that the following information is needed for the Superintendent's preliminary disability report.

- Nature of the injury
- Whether confined to the hospital and for how long
- How did injury occur?
- Date of injury
- The name of doctor treating the injury

If the employee is not in the hospital, explain you would like for the employee to check through an SHES appointed physician and come on out the job by _____ (give date and time).

It is the employee's responsibility to provide transportation to the job site following an injury. As a last resort, it is acceptable that someone from the job site or a taxi, at the company expense, may pick him up, to determine how soon the employee's fitness for work or appropriate restrictions.

Occasionally, perhaps with some younger employees, you may wish to explain how the employee may benefit reporting to a physician as soon as possible.

- Reduce disability time - reduces chances of going on half pay or no pay if another disability should occur.
- Maybe some medical help