

EMPLOYEE INJURY INCIDENT REPORT

What to do when you are injured at work

- 1) Who to call immediately:
 - a. Your Direct Supervisor
 - b. Contact Richard Warren (818) 788-0729
- 2) What paperwork to fill out for SLEA
 - a. **Employee Injury Incident Report**
- 3) Send SLEA Incident Report immediately to Richard Warren (rwarren@speechassociates.com)
- 4) If you are in need of medical attention, Richard Warren will send you to a pre-approved network clinic centrally located near you.
- 5) Follow through with the doctor's physical work restrictions and follow up appointments.
- 6) Paperwork that is given to you from the doctor, please send to rwarren@speechassociates.com
- 7) Contact Richard Warren after you have been seen by the doctor with an update on your work status.

SLEA

Speech, Language and Educational Associates
100% Employee Owned