

INJURY REPORTING GUIDE

CoStaff Services will forward all the necessary documentation, governed by the Michigan Department of Consumer and Industry Services, to our Workers' Compensation Provider. A professional staff member will diligently monitor each case. CoStaff Services and/or the Workers' Compensation Provider will notify you with any questions or details of the case once it is reviewed. CoStaff Services works very closely with our Workers' Compensation Provider to provide safe transitional light duty work to all injured employees within any physical restrictions mandated by a Physician.

Contact CoStaff Services at 1.866.4.COSTAFF with any questions or to obtain the following forms:

**Employee's Report of Injury/Illness
Supervisor's Report of Injury/Illness
Witness Report of Injury/Illness**

INJURY CHECKLIST

- Treat the injury in-house as necessary. (Example: Flush eye with water, apply bandage, etc.)
 - Advise the injured employee to go to the nearest clinic (or hospital in the event of an emergency) for treatment. If necessary, have someone escort them.
 - Injured Employee, Supervisor and all Witnesses must complete the **Reports of Injury/Illness Forms** immediately after the injury, within 24 hours at the latest.
 - Immediately fax completed **Reports of Injury/Illness Forms** to **CoStaff Services at (248) 671-0802**.
 - If the employee goes to a clinic/hospital make sure they return with a completed **Physician's Report** indicating the injury diagnosis, work restrictions (if any) and follow-up visits (if any).
 - The employee should be advised that they should return the **Physician's Report** to their Supervisor that same day.
 - Fax the completed **Physician's Report** form to CoStaff Services at (248) 671-0802.
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SUPERVISOR NOTES

- If the employee refuses medical treatment indicate that on the **Supervisor's Report of Injury/Illness Form**.
- If the injury, or the events surrounding the injury, are suspicious indicate that on the **Supervisor's Report of Injury/Illness Form**.
- Supervisor is responsible for distributing the **Reports of Injury/Illness Forms** to the injured Employee as well as any Witnesses.
- Supervisor is responsible for collecting completed **Reports of Injury/Illness Forms** from the Employee and Witnesses and submitting to CoStaff within 24 hours of the injury.
- Supervisor is responsible for making sure all injured employees work within the restrictions given by the Physician (if applicable).
- Supervisor is responsible for making sure employees go to all scheduled follow-up visits at the clinic until the employee is able to return to work without restrictions.