

What to do if you're injured at work



1

employee responsibilities

Immediately notify supervisor/ designated person in charge of work-related accident or illness. Don't wait to report an incident. Your supervisor will direct you to a health care provider to seek treatment if necessary.

2

supervisor responsibilities

Supply the injured employee with the Kentucky Brickstreet Injury Kit Packet. Complete Medical Waiver and Consent Form (page 4 of Injury Kit Packet) and scan or fax to 3464 HR with injured employee signature. Complete the First Report of Injury or Illness immediately and email it to Sarah Leach sleach@murraystate.edu **WITHOUT** social security number.

