

Injury Procedures

1. Call StaffCo immediately and notify your job site supervisor.

Do not keep working if you feel injured. Even minor injuries can become serious if not treated. Contact StaffCo so that we may direct you to the correct treating physician.

2. Go to the Clinic.

If you are unable to transport yourself, then StaffCo will take you. If an ambulance is needed, one will be provided.

3. StaffCo will accompany you to the Clinic.

A StaffCo supervisor will be present at the clinic and will sit in during treatment. Our policy is to make sure our employees receive the best care possible.

4. Post Injury/Incident Drug Screening.

It is the policy of StaffCo to administer a post injury/incident drug screen. Testing positive for illegal substances will result in immediate termination. Failure to take the drug screen will result in immediate termination.

5. Follow Doctors' orders.

It is very important to your recovery to follow all physician instructions. Take medications as prescribed and rest as advised.

6. Call StaffCo weekly.

Stay in contact with your StaffCo supervisor during your recovery period.

7. Return-to-Work Policy.

When an employee is off work due to an occupational illness or injury, the StaffCo office is responsible for facilitating you return to work. Light or modified duty may be available.

Drug Screen Policy

It is the policy of StaffCo to drug test employees on a random basis. Failure to take the test will result in immediate termination. A positive test result will result in immediate termination unless you provide a doctor's authorization letter.

Please sign below to acknowledge your reading and understanding of the above injury procedures.

Name (print) _____

Signature _____

Date _____