

## ON-THE-JOB INJURY ACTION CHECKLIST

Responsible Person(s)	When	Action to be Taken	Where
1. Injured employee & Witness(es)	Immediately	Notify Supervisor of injury or illness	At the jobsite or location of accident.
2. Immediate Supervisor	Immediately	Ensure the injured employee receives necessary medical attention	First Aid Station and/or Medical Facility
4. Immediate Supervisor	Immediately	Request a drug/alcohol test	Medical Facility
5. Immediate Supervisor	Immediately	Remove immediate hazard or isolate hazardous area to prevent further injuries.	Injury Site
6. Immediate Supervisor	<b>WITHIN 24 HOURS OF INJURY ACCIDENT</b>	Call Homebuilders Claims <b>1-877-542-2743</b> Telephone claims reporting will take accident details from you and initiate the claim.	<b>MUST CALL HOMEBUILDERS CLAIMS TELEPHONE REPORTING 1-877-542-2743</b>
7. Supervisor or Foreman	<b>Within 24 Hours</b>	Investigate the circumstances of the injury using the "Supervisor's Investigation Report." Early investigation will result in a more thorough and accurate description because the incident is still fresh in everyone's mind.	
8. Owner or Manager	As soon as possible.	Take any steps necessary to eliminate hazards and prevent similar accidents.	Wherever Needed