

Accident Flow Chart

workplace accident. Is the employee seeking medical attention? YES **Notify HR by** completing an accident



Employee sustains a

Serious or unresponsive

NO **Notify HR by** completing an incident form (located below). HRTeam@Reepresiden tial.com

Once HR receives your notification, the employee will be contacted with details of where to seek care. Employee will be required to take a drug and alcohol test at the time of the visit, which should be immediately following the accident.

form (located below)

and text HR (210) 542-1786



HR will assign the Workers comp acknowledgment form (via Paycom) and a secure link to upload any documentation and work restrictions.



please call 911. Once the employee is being treated follow all steps found in the YES section.

If the employee is seriously

hurt or unresponsive,



HR will coordinate restrictions, treatment and return date. Remain in contact with HR until cleared to return to work and claim is closed.

> HRTeam@ReepResidential.com Text: (210) 542-1786

Scan QR Codes to complete a form

Accident Investigation Form (Seeking Medical Attention)



Incident Form (Not Seeking Medical Attention)

