## **Incident Report Flowchart**



All injury incidents regardless of severity must be reported to the safety manager immediately after the injury occurs!

**Incident Occurs** 



Report incident to your Manager



DO communicate all reactive measures to the Safety Manager!

**DO NOT** transport yourself to a medical care provider without first notifying the Safety Manager!

**DO NOT** leave the workplace early without notifying the Safety Manager!



Report the incident to the Safety Manager



Report the incident to the Safety Director



Report serious incidents to the President



Report the incident to the Production Manager



Document the incident in the Solution Center



Report Treatment cases to Pinnacol Assurance



Report serious incidents to the President



Solution Center will auto-share to the distribution list



Forward closed out Incident Report to HR