



First Report of Injury Procedure

It is our goal to provide employees with a safe working environment while they are employed at St. David's Center for Child and Family Development. However, if an injury occurs while at work, please follow these procedures:

A. Responding to Injury:

Please follow these instructions, if any injury occurs while at work:

- Wash the affected area immediately.
(i.e. bites, scratches, cuts, scrapes etc.)
- Administer First Aid treatment, if necessary.
- Follow-up may be necessary with a physician for proper assessment, treatment and counseling.

Please refer to 'Medical Treatment' below.

B. First Report of Injury

- All injuries must be reported to your supervisor and PTT (at 952-548-8612 or sbruce@stdavidscenter.org or ptt@stdavidscenter.org) within 24 hours, so a First Report of Injury form can be completed. Once you have left your voice or email message you have officially reported it and a PTT representative will contact you.
- You may receive a First Report of Injury Packet, to assist you in next steps.
- Reporting injuries helps St. David's insure all necessary precautions are being taken to provide employees with a safe and healthy work environment, as well as keeping in compliance with OSHA regulations.

C. Medical Treatment

If medical treatment is needed, you may go to St. David's preferred clinic, your primary health care provider or the provider of your choice. **When you make the appointment or go to your Dr. you MUST tell them this is a WORKER'S COMP injury so they bill us not you.** You should ask for Occupational Medicine. St. David's preferred clinic is:

**Park Nicollet-St. Louis Park/Occupational Medicine
3800 Park Nicollet Blvd.
St. Louis Park, MN 55426
952-993-3170**

*****Remember, report your injury to St. David's Center within 24 hours via email or voicemail if you are not able to speak to someone in person. *****