Cornerstone PEO

Accident / Injuries / Illness Procedures

(Spanish version available upon request)

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The following procedures must be followed for all work-related injuries:

1. ALL ACCIDENTS/INJURES/ILLNESSES MUST BE REPORTED TO THE FOREMAN OR SUPERVISOR, EVEN IF NO MEDICAL ATTENTION IS REQUIRED. The injured employee must complete the form entitled: **New Incident/Injury Report (FROI).** Once the employee has completed and signed the form, it must be provided to the foreman/supervisor for their signature and completion. If no medical attention is received, the employee must complete and sign the form entitled: **Refusal of Medical Treatment**. These forms must be sent to Cornerstone PEO and will be placed in the employee's medical file for future reference. Please email these forms to Claims@CornerstonePEO.com or fax to (972) 746-2359.
2. The foreman/supervisor must complete and sign the **New Injury/Illness Report** even if no medical attention is required or sought. If no medical attention is required or sought, the foreman must collect the signed **Refusal of Medical Treatment** form from the employee. Please email these forms to Claims@CornerstonePEO.com or fax to (972) 746-2359.
3. Should the injury require medical attention, but it is not an emergency situation, have the foreman/supervisor call the WC Claims dept. at (609) 451-0113 ext. 6 prior to seeking a medical facility. In case of an emergency, have the foreman/super call and report which medical facility to which the employee is being transported. It is important that Cornerstone PEO authorizes treatment, arranges proper billing, and determines that the facility follows proper procedures.
4. Should an employee be off of work or on disability, he/she must notify his or her foreman/supervisor. Should the employee be off for an extended period of time, the employee must check in with his or her office regularly. Cornerstone PEO must be advised of the employee's status by the foreman/supervisor. Upon receiving a release to return to work, the employee is required to call his or her jobsite to report their availability or any medical restrictions. The foreman/supervisor will proceed with accommodations per the Cornerstone PEO Return to Work Program.
5. Doctor's restrictions must be followed for all employees on light or restricted duty. The employee may return to his/her regular duties only when a release is provided to Cornerstone PEO in writing by the doctor. It is the employee's responsibility to inform their doctor about the types of light duty work Cornerstone PEO provides and request light duty work from the jobsite.
6. **An alcohol and drug screen is required for all injuries, accidents, or injuries**. The test is required to be taken immediately and within 24 hours after an injury, accident, or injury is reported or upon claimant receiving medical attention, whichever is first. **Employee's refusal to submit to a drug test will result in affirmation to a positive drug and alcohol test.**
7. Employee must report any unsafe conditions to their supervisor immediately and discontinue work until the situation is corrected.
8. If, at any time you are unsure of how to perform a job, employee must stop and check with your supervisor. This is for the safety of the employee and fellow workers.
9. All employees who operate company vehicles or equipment, or are passengers in company vehicles must wear their seat belts at all times. On equipment, if there is not a designated seat with a belt for a passenger no passengers will be permitted to ride the equipment, if employees are required to use their own vehicle for company business, a seat belt must be worn.
10. Employee understands and agrees to abide by the above accident / injuries / illness procedures. Employee understands that any payments to them or to anyone else for expenses in connection with an accident and resulting injury are not an admission of liability on the part of Cornerstone PEO or its insurance carrier. In the event of an injury, Employee authorizes full access to copies of medical records, radiology reports, drug/alcohol screenings and documents of any kind relating to my past or present injury/ illness to Cornerstone PEO and its insurance carrier. Employee hereby agrees to release this information and hold all such medical providers harmless from the release of this information as set forth in this authorization statement.

ACCIDENT PROCEDURES

NEVER LEAVE THE JOB SITE WITHOUT REPORTING ALL ACCIDENTS

KEEP THIS CARD WITH YOU AT ALL TIMES

TO ALL EMPLOYEES AND SUPERVISORS

- When any injury occurs, immediately notify your supervisor. Your supervisor must call Cornerstone PEO. We will give you the nearest preferred medical facility and will call ahead to prepare them for the injured employee's arrival. This will ensure no delay in treatment.
- If there is an emergency that requires an ambulance or immediate transport to a medical facility, take care of the employee first, and then call Cornerstone PEO immediately upon the injured employee's transport.
- If for some reason you cannot reach Cornerstone PEO or your supervisor or foreman, you must access the severity of the injury and the employee needs. If you or the injured employee feels they need treatment immediately, take them to the nearest medical facility, or if it is an absolute emergency, call 911. If a voice mail is left with Cornerstone PEO, you will receive a return call shortly, and continue to try to contact your supervisor.
- On all work related injuries or accidents, Cornerstone PEO requires a ten-panel drug screen for all injured employees. This drug screen MUST be done immediately upon initial treatment at the medical facility. You MUST notify the medical facility of this requirement. Refusal to submit to a drug or alcohol test will result in the same consequences as a positive drug or alcohol test.
- If any injured employee refuses treatment or a drug and alcohol screening, they must complete the Refusal of Medical Treatment form provide by Cornerstone PEO.

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PROCEDIMINETOS DE ACCIDENTED

NUNCA ABANDONE EL LUGAR DE TRABAJO SIN INFORMAR DE TODOS LOS ACCIDENTES!

MANTENGA ESTA TARJETA CON USTED EN TODO MOMENTO

A TODOS LOS EMPLEADOS Y SUPERVISORES

- Cuando ocurra cualquier lesión, notifique inmediatamente a su supervisor. Su supervisor debe llamar al Cornerstone PEO. Le daremos el centro médico preferido más cercano y le llamaremos con antelación para prepararlos para la llegada del empleado lesionado. Esto no asegurará ningún retraso en el tratamiento.
- Si hay una emergencia que requiere una ambulancia o un transporte inmediato a un centro médico, cuide primero al empleado y luego llame al Cornerstone PEO inmediatamente después del transporte del empleado lesionado.
- Si por alguna razón no puedes alcanzar Cornerstone PEO o su supervisor o capataz, usted debe tener acceso a la severidad de la lesión y las necesidades del empleado. Si usted o el empleado lesionado siente que necesita tratamiento inmediatamente, llevelos al centro médico más cercano, o si es una emergencia absoluta, llame 911. Si se deja un mensaje de voz con Cornerstone PEO, recibirá una llamada de regreso en breve y continuará intentando contactar a su supervisor.
- En todas relacionados con el trabajo lesiones o accidentes, Cornerstone PEO requiere una pantalla de diez paneles de drogas para todos los empleados lesionados. Esta pantalla de medicamentos debe hacerse inmediatamente después del tratamiento inicial en el centro médico. Usted debe notificar al centro médico de este requisito. La negativa a someterse a una prueba de drogas o alcohol resultará en las mismas consecuencias que una prueba positiva de drogas o alcohol.
- Si cualquier empleado lesionado rechaza el tratamiento o un examen de drogas y alcohol, debe completar la denegación de tratamiento médico formulario proporcionar por Cornerstone PEO.

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EMPLEADO ES MANTANAR ESTA PAGINA