

IF YOU BECOME INJURED AT WORK

Please follow these steps to ensure the injury is properly reported and treated:

STEP 1. Employee is injured on the job. **If injury is an emergency CALL 911.** If it is not an emergency but requires medical attention please go to US Health Works (Airport Clinic) or after hours Fairview Southdale Emergency.

8 am – 5 pm Mon-Fri	OR	After 5 pm/weekends or Emergency
US Health Works		Fairview Southdale
Airport Professional Bldg		Hospital Emergency
7550 34 th Ave. S.		6401 France Ave.
Minneapolis		Edina
612-727-1167		952-924-5141

STEP 2. Employee is required to notify employer of injury within 24 hours. Employee fills out Employee Accident Investigation Report if they are capable.

STEP 3. Supervisor investigates, signs and completes their section of the Employee Accident Investigation Report. Send to Health & Safety/DSS

STEP 4. Workers' compensation insurance company contacts employee depending on nature of injury.

If you have any questions about work injuries, see your Supervisor or call the Health & Safety Office at 952-806-8765