

An **incident** is any event involving company property (vehicle, equipment, product, technology) **or damage to other property (such as client or third-party property)** that does not involve an injury. An **injury** is any physical harm to an employee arising from a workplace event, regardless of severity.

1. Immediate Action

If this is an emergency, call 911 first. This takes priority over all other communication.

Employees must notify their supervisor immediately for any incident or injury. Supervisors are responsible for managing the situation—ensuring the employee is safe, determining next steps, and communicating with their team as needed.

Supervisors must contact HR immediately so the situation can be assessed. When emergency services are involved, contact HR as soon as the immediate situation is under control. *Involving HR does not replace the supervisor's role—it ensures the process is consistent, compliant, and properly documented.*

2. Required Reports

Two separate reports are required for every incident and every injury. Reports should be completed online whenever possible: **Injuries:** Employee Injury Report and Supervisor Injury Investigation Report | **Incidents (no injury):** Employee Incident Report and Supervisor Incident Investigation Report

The employee is responsible for completing their report (same shift for injuries, within 24 hours for incidents). The supervisor then reviews it with the employee and completes their portion.

All reports are submitted by the supervisor to their direct supervisor, who then submits them to HR within 48 hours. Photos are required for all incidents, including any company or client property damage and, in vehicle accidents, all vehicles involved.

The Department Head and HR review all reports for accuracy, completeness, and next steps. Incomplete reports will be returned for correction.

3. Medical Treatment (Injuries Only)

HR must approve all non-emergency medical treatment. If an employee declines medical treatment, the supervisor must follow up with the employee within 24 hours, document that follow-up, and provide it to HR. Employees cannot return to work after medical treatment without HR approval.

Online forms located at: <https://humanresources.fabianobrothers.com/hc/en-us/sections/16451416275739-Employee-Forms>

For questions, contact HR at 989-621-4819. Incidents and injuries must still be reported through your supervisor and the required reporting process.

