



WORKERS' COMPENSATION SUPERVISOR ACCIDENT/INJURY CHECKLIST



- ☐ Provide first aid if trained staff is available or send injured worker to one of the Preferred Providers for your drive-in.
- ☐ Immediately fill out paperwork required to file a worker's compensation claim. Call the Sonic Claim Reporting Center. If due to the seriousness of the injury or illness there is not time to obtain Workers' Compensation claim forms in advance of obtaining medical treatment, or if it is after regular business hours, complete the paperwork the following business day
- ☐ Have the injured worker as well as witnesses fill out a statement of injury form explaining details of incident
- ☐ Call the Claims Coordinator for your Franchise Group to advise them of the incident and let them know the paperwork will follow.
- ☐ Complete the "Supervisor's Report/Accident Investigation Form" and investigate the circumstance of incident within 48 hours.
- ☐ Develop corrective actions based on outcome of accident investigation.
- ☐ Forward all completed paperwork immediately to the appropriate parties. DO NOT HOLD ON TO ANY OF THE FORMS, as this will cause a delay in the filing of the claim.
- ☐ Communicate corrective actions/changes to policies and /or procedures to crew members to help prevent future injuries.
- ☐ Ensure the employee returns to meet with manager immediately following doctor visits with the Work Comp Authorization form completed by the physician.
- ☐ Make certain the injured worker is following any work restrictions or modifications provided by his/her doctor. Remind employee that the restrictions are "life" restrictions not just while at work.
- ☐ Identify transitional/light duty tasks that are within the restriction outlined by the treating physician.
- ☐ Continuously communicate with the injured employee and/or the claims adjustor throughout the treatment process.
- ☐ Immediately send all doctors' reports to the Claims Coordinator.