

Risk Management & Internal Control - SA 1600- 25800 Carlos Bee Blvd- Hayward, CA
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Supervisor Injury and Illness Incident Report

INSTRUCTIONS

1. Report the illness/injury **IMMEDIATELY**

Reporting Injury/Illness

Within eight (8) hours of your knowledge of the injury/illness, you must complete the ***and Illness Incident Report***.

Step 1

Complete and Forward Injury/Illness Report

Fill out the **Illness Incident Report** form with the employee within eight (8) hours of injury. Reporting promptly helps prevent problems and delays in providing benefits, including medical care the employee may need to avoid further injury.

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