

All employees who are injured through a work-related event must follow the injury reporting procedure as outlined below:

1. All work-related injuries, no matter how minor, must be reported to the employee's supervisor during the same shift the injury occurred.
2. Helpside must be notified of all work-related injuries within 24 hours. Helpside can be notified by completion of the Supervisor's Incident Report (SIR). The completed document can be emailed to rontiveros@helpside.com or faxed to (801) 841-3538.
3. If the work-related injury requires medical treatment, the employee **must first call 1-844-581-0831** and speak with nurse triage, to discuss their injury and treatment options. If medical treatment is advised, the employee must use a designated medical provider. A copy of designated providers can be found on our website.
4. If the employee's injury is life or limb threatening, please seek emergency treatment at the nearest emergency facility or call 911.
5. All employees seeking medical attention are required to complete a post-accident drug screen. Employees with work injuries who do not seek medical attention may also be drug tested at their employer's discretion.
6. After receiving medical treatment, employees are required to report back to their immediate supervisor. If work restrictions are given by the doctor; the employee is required to contact their immediate supervisor to determine if modified work is available to meet the restriction given by the attending physician.
7. Employers in Utah are required to notify Utah OSHA (aka UOSH) at 801-530-6901 within eight hours of the occurrence of all fatalities; disabling, significant and serious injuries or illnesses. Calls are accepted 24 hours a day, seven days a week.

Definition: Significant and/or serious injuries include loss of consciousness, fractures or broken bones, or any other incident that requires the injured employee be admitted to the hospital. An injury or illness where the employee is treated and released without being admitted into the hospital is generally not considered significant or serious. However, if in doubt, always notify OSHA.

Send Completed Supervisor's Incident Reports to:

Email: rontiveros@helpside.com

Fax: 801-841-3538

Call: 801-443-1338
