

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

1. If the employee's injury is life or limb threatening, please seek emergency treatment at the nearest emergency facility or call 911.
2. All work-related injuries, no matter how minor, must be reported to the employee's supervisor during the same shift the injury occurred. 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.
3. Helpside must be notified of all work-related injuries within 24 hours. The Supervisor's Incident Report can be found on our website: www.helpside.com/incident-report. You must login to the Helpside Employee Portal to complete the online form. Once the incident report is completed and submitted to Helpside, our Claims Director will receive a copy electronically and submit a workers' comp claim if medical treatment is needed.
4. If the work-related injury requires medical attention, send the employee directly to one of the designated providers. A copy of designated providers can be found on our website. If the employee is unsure if medical treatment is necessary, **call nurse triage at 1-844-581-0831** to discuss the injury and treatment options. If medical treatment is advised, the nurse will direct the injured employee to one of the designated providers for the recommended treatment.
5. 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.
6. For all injuries that meet the significant criteria (see definition below) employers in Utah are required to notify Utah OSHA (UOSH) at 801-530-6901 within 8 hours of the occurrence. Calls are accepted 24 hours a day, 7 days a week.

Definition: all fatalities, all injuries that include hospitalization for more than 24 hours, all broken bones and fractures, and any loss of consciousness. However, if in doubt, always notify OSHA.

Questions? Contact Raul Ontiveros

Email: rontiveros@helpside.com

Call: 801-443-1338
