

# Safety First....it's the right thing to do!



August, 2013

## Incident Reporting

Ref-Chem wants you to report all work-related incidents, injuries and illnesses no matter how minor you think they are.

Our primary concern is to make sure you receive the proper medical treatment when an incident happens.

Reporting gives management the opportunity to identify hazards and fix conditions, processes, or behaviors before they lead to something more serious.

When you don't receive proper medical attention, there is a risk for the injury to get infected and become a greater problem for you and Ref-Chem. Simply allowing us to clean and dress an injury when it occurs helps keep infection at bay and you working.

Please report any injury you get off the job too! We don't want to make it worse at work.

Remember, your family is counting on you!

## OSHA

### Requirements:

The employer (Ref-Chem) must establish a protocol for reporting work-related incidents, injuries and illnesses. They must also train every employee at hire.

Ref-Chem must report a work-related injury or illness to OSHA, if it results in one or more of the following:

- Death.
- Days away from work.
- Restricted work or transfer to another job.
- Medical treatment beyond first aid.
- Loss of consciousness.
- A significant injury or illness diagnosed by a physician or other licensed health care professional.

