



Reporting Work Related Injuries

1. Complete Post-accident Drug/Alcohol Screening (*immediately following the incident*)
 - a. Forms required:
 - i. Drug/Alcohol Test Consent Form for Current Employees
 - ii. Schedule drug/alcohol screening on www.myescreen.com and provide a copy of the ePassport to employee. *If the injury is of an urgent nature, the testing should be completed at the treatment facility.*
 - iii. Email hroffice@m2regroup.com the name of employee and reason for screening
 - b. Arrange transportation and accompany the injured employee to the testing site.
2. Complete First Report of Injury or Illness for your state.
 - a. If your state does not have its own form on our website, complete OSHA Form 301. Do not complete these forms from the company website; download them to your computer, complete them and then save the form as First Report of Injury_Name
 - b. Email completed forms to the HR department (hroffice@m2regroup.com) and regional manager
3. Call Employers (Insurance Carrier) – Policy # EIG 4684903 00 to report claim (*except Ohio*)
 - a. Injured Employee Hotline–855-365-6010; Reporting of a new work-related injury or illness when the injured/ill employee has not yet received medical treatment. Access to registered nurses who are specially trained to provide nurse triage and medical guidance.
 - b. Customer Support–888-682-6671; Reporting of a new work-related injury or illness when the injured/ill employee has already received medical treatment. Injured employees who have not yet sought medical treatment will be transferred to our Injured Employee Hotline (IEH) and provided the IEH phone number
 - c. For Ohio location(s) please contact Ohio’s Bureau of Workers’ Compensation – Policy # 80056301. Call 800-644-6292 to file a claim.
4. Send Drug/Alcohol Test Consent Form, First Report of Injury, any reports received by the insurance company and all medical records and receipts received by the employee to the HR department (hroffice@m2regroup.com) and regional manager.
5. If injury results in an employee being returned to work, but with restrictions we should make every effort to provide reasonable accommodations.
 - a. Please communicate with HR and your regional manager to determine if an accommodation can be made.
 - b. If available, HR will draw up a Light Duty letter to be presented to the employee prior to beginning modified job duties.
6. If a work related accident results in death of any employee, or hospitalization of 3 or more employees, you must notify HR within 8 hours of the incident or death for OSHA report.

***Please refer to the SOP Manual for additional information regarding work related injuries*