MONTRIDGE INSURANCE SERVICES, INC.

Temporary Worker Injury Reporting Worksheet

For internal records. Start emergency procedures and use required reporting channels.

Internal case reference

Record the date, time, location and your internal reference.

Immediate response

Record site response, immediate care and persons notified.

Assignment and facts

Record approved and actual duties, equipment and supervision.

Notifications

Record who contacted each employer and the claims administrator, and when.

Recording and reporting

Confirm applicable jurisdiction, responsible party, deadlines and status.

Follow-through

Record authorized next steps and any work restrictions in approved systems.

Save a local copy. Keep completed records in your organization's approved system.

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