



Accident Reporting/Authorization Policy

Recognizing that injuries, incidents or near misses may occur, U.S. Staffing Agency of West Michigan, LLC follows specific protocol for **ALL** situations involving our employees.

All workplace accidents, incidents and/or near misses **MUST BE REPORTED IMMEDIATELY** to U.S. Staffing Agency of West Michigan, LLC and your supervisor. This includes **ANY INJURY** no matter how minor. Failure to do so may result in disciplinary actions including termination - **as well as the accident NOT being recognized under Worker's Compensation.**

If medical attention is required, you must receive authorization from U.S. Staffing Agency of West Michigan, LLC. Seeking medical attention without our authorization may result in the claim **not being recognized as well as the bill(s) not being paid by the insurance company - in this case, you could be held financially responsible for medical expenses incurred.**

It is the **responsibility** of the **employee** to notify our office. If the employee cannot communicate with us, then his/her supervisor must notify us so that we can make arrangement for immediate medical treatment. Failure to report an injury will result in disciplinary actions, and **ANY** medical treatment that is not arranged and approved in advance by an U.S. Staffing Agency of West Michigan, LLC representative will **NOT** be covered under worker's compensation.

I understand and agree to abide by the terms stated in the above information.

Employee Signature

Date

U.S. Staffing Agency, LLC Representative

Date