



Injury Reporting

Complete Safety Reference Guide

Every incident, whether major or minor, must be reported immediately. Reporting protects you, your coworkers, and the entire facility from repeat injuries. This guide explains what to report, how to report it, and what happens next.

KEY PRINCIPLES

Report Immediately

Notify your supervisor and safety rep as soon as any incident occurs, no matter how minor.

Panel of Physicians

For non-emergency treatment, only use physicians listed on the posted Panel. Unauthorized treatment costs are your responsibility.

Incident Report Required

An incident report must be completed for every incident, regardless of severity. A drug/alcohol test may also be required.

Near Misses Count

A near miss is a close call that did not cause injury but could have. Report these too. They predict future serious incidents.

WHEN TO REPORT

All situations requiring a report:

- Any on-the-job incident, including those requiring no medical treatment
- Near misses and close calls where no injury occurred
- Any incident where a coworker was at risk of being hurt
- Any unsafe condition observed in your work area

MEDICAL TREATMENT PROTOCOL



If an incident does not require emergency treatment, you must use a physician from the posted Panel of Physicians.

You must be escorted by an FPL representative to all medical appointments for work-related incidents.

If you seek treatment from a non-panel physician without prior approval, you are liable for those medical expenses.

In life-threatening emergencies, you will be taken to the nearest emergency room. All follow-up care must be from the panel.

Violation of these policies may result in disciplinary action, up to and including termination.

COMPLETING YOUR INCIDENT REPORT

An incident report must be completed regardless of the extent of the incident.

Complete the report before leaving the facility on the day of the incident.

Be accurate and thorough. Do not leave sections blank.

A drug and/or alcohol test may be required. Refusal to test is treated as a positive result.

If you see an unsafe condition, report it. Do not wait for an incident to happen.

SHIFT INCIDENT REPORTING CHECKLIST

Follow these steps any time an incident or near miss occurs.

- ☐ Stop work and ensure the immediate area is safe
- ☐ Notify supervisor and safety representative immediately
- ☐ Seek first aid or emergency care if injuries require it
- ☐ Use only panel physicians for non-emergency follow-up treatment
- ☐ Accept escort from FPL representative to all medical appointments
- ☐ Complete an incident report before leaving the facility
- ☐ Cooperate with drug/alcohol testing if requested
- ☐ Report near misses even if no injury or damage occurred

This document is part of the Meat Institute Worker Safety Series, supporting Reporting Metric A4: Supervisors lead safety huddles and toolbox chats regularly with hourly workers.

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