



## Procedures for Reporting Work Related Injury/Illness

It is our policy to encourage an early return to work, even if in a modified capacity, within the guidelines of Workers Compensation Law and the Americans with Disabilities Act. In the event of a work-related injury/illness, follow the steps indicated for you below:

1. Notify your onsite supervisor immediately and you K&S Staffing Solutions representative as soon as possible of any job related injury or illness, no matter how minor.
2. You or your onsite supervisor will submit an incident report to K&S Staffing if necessary.
3. If immediate medical attention/treatment is necessary, the following facilities are recommended.

Pulse Urgent Care  
100 East Cypress Ave  
Redding, CA 96002  
530-722-1111

Mercy Medical Center  
2175 Rosaline Avenue  
Redding, CA 96001  
530-225-6000

4. If you are injured on the job, do you wish to be treated by a personal physician or personal chiropractor who has treated you before and who maintains your medical or chiropractic treatment records?

Yes  No

If yes, please provide the name and address of your preferred physician or chiropractor.

Doctor's Name (or medical group) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

### Associate's Acknowledgement

By signing below, I indicate that I understand this process.

Associates Name (please print) \_\_\_\_\_

Associates Signature \_\_\_\_\_ Date \_\_\_\_\_

K&S Staffing Solutions Inc. Signature \_\_\_\_\_ Date \_\_\_\_\_

To complete this form, you must provide it to your physician for signature and return to your K&S Staffing office.

### Physician's Acknowledgement

I agree to be the designated treating physician for the above associate in the event of a work related injury or illness. I certify that I am the associate's primary care physician, have directed the associate's medical treatment and retain their medical records, including medical history.

Physician or Designated Employee \_\_\_\_\_ Date \_\_\_\_\_