

**IN THE EVENT OF A WORKPLACE INJURY:****IN A LIFE OR LIMB INJURY, IMMEDIATELY CALL 911****The Supervisor contacts:**

Zoe Robinette: 415-806-9348 call or text immediately

\*Alternate Number - Caleb Rogers: 209-247-6583\*

**Temco representative will accompany EE to clinic.**

Complete Supervisor forms at the clinic and wait for the EE to be discharged with directives from provider.

**IN THE EVENT THE EMPLOYEE REFUSES MEDICAL TREATMENT, COMPLETE REFUSED MEDICAL TREATMENT ONLINE FORM ON TEMCO PORTAL:**

- Form 1 - Employee's Report of Injury
- Form 4 - Supervisor's Report
- Form D - Refusal of Medical Treatment

**Unless serious injury, EE and Supervisor must complete IMMEDIATELY:****\*The link below will take you to the Washington Labor Website where management can file a WC case\***

- <https://lni.wa.gov/claims/for-employers/file-employers-report-of-accident>

**Complete WC online form packet on TEMCO Portal:**

- \* Employee Informaton \*
- Form 1- Employee's Report of Injury
- Form 2 - Consent to Release Medical Information
- Form 3 - WC Supplemental Forms
- Form 4 - Supervisor's Report of Injury and Root-Cause Analysis

Send Forms A and B IMMEDIATELY to:

- [zrobinette@industrialathletes.pro](mailto:zrobinette@industrialathletes.pro)
- [crogers@industrialathletes.pro](mailto:crogers@industrialathletes.pro)
- [mercedes.fonseca@temcologistics.com](mailto:mercedes.fonseca@temcologistics.com)

**Failure to complete the State WC Forms causes hold up with claim and may delay treatment.****Packets are required within 8 hours to reduce claim lag time, a key performance indicator [KPI]**

Injured Employee should not leave the work site without speaking to a supervisor.

**FAILURE TO REPORT ANY INJURY COULD RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION**