



WORKFORCE SOLUTIONS TEXOMA SUBSIDIZED EMPLOYMENT PROGRAM

INJURY INCIDENT REPORT

Workforce Solutions Texoma is required to file an Employer's First Report of Injury or Illness with our Worker's Compensation carrier within 8 days after the injury or illness is reported. Below are the steps that need to be taken in the event of a work-related injury or illness:

1. If necessary, **seek treatment for a work-related illness or injury.** Interns can be taken to the closest emergency care or minor care facility in Grayson, Fannin, or Cooke Counties for treatment due to a work-related illness or injury.
2. **Complete the Injury Incident Report Form.** Be as detailed as possible giving information about the actual injury and the reasons why the injury occurred. Use additional pages if more space is needed.
3. **Fax the Injury Incident Report Form within two (2) working days of the illness or injury to:**

MOLINA CHEEK, CFO
903.957.7413

Please note that Ms. Cheek may contact you to obtain additional information to complete the Worker's Compensation form.

4. **Contact the following individuals:**
 - a. **Employee's Emergency Contact** – see the Subsidized Employment Emergency Contact Form in this section of this Handbook. (This Contact form should have been completed when the employee started work and maintained in this section on the Handbook.)
 - b. **Work-Based Learning Coordinator** – See Contact Information sheet in Section 1 of this Handbook.