



The First 24 Hours After a Workplace Injury

What you do in the first day shapes the entire claim. Work this checklist top to bottom the moment an injury is reported.

IMMEDIATELY

- ☐ **Make sure the injured employee gets appropriate medical care**
- ☐ Secure the scene and preserve any equipment or materials involved
- ☐ Photograph the scene before anything is moved or cleaned up
- ☐ Identify every witness before they leave for the day

WITHIN THE FIRST FEW HOURS

- ☐ Have the employee complete an Employee Incident Report
- ☐ Collect signed witness statements while memories are fresh
- ☐ Have the supervisor begin the accident investigation
- ☐ Note anything that does not add up (see the Fraud Red-Flag Checklist)
- ☐ Provide the employee your panel / approved medical provider info if applicable

WITHIN 24 HOURS

- ☐ **Report the claim to your carrier / TPA — do not wait**
- ☐ File the state First Report of Injury within your jurisdiction's deadline
- ☐ Open the return-to-work conversation; identify possible light-duty tasks
- ☐ **Why speed matters**
Late-reported claims cost more, are harder to defend, and drive up your experience mod for years. Fast, documented reporting is the cheapest cost-control move you have.
- ☐ Set a reminder to follow up on medical status and work status

