

IMPORTANT

IF YOUR EMPLOYEE HAS AN ON-THE-JOB ACCIDENT, THIS IS WHAT YOU DO:

1. Take injured employee to the doctor's office, a clinic or the hospital emergency room for treatment.
2. If injury is severe, notify parent or guardian.
3. Assure parent/guardian and injured employee that all medical bills will be paid and they will receive compensation for payment, as soon as eligible. All employees are covered by Workers Compensation through Little Dixie Community Action Agency.
4. You are interested in what happened; not who is to blame.
5. Take corrective action so the accident won't happen again.
6. All injuries must be reported to Little Dixie within twenty-four (24) hours of the accident as to What, When, Where, and How it happened. All necessary paperwork will be prepared and forwarded to proper agencies from this office. To report an accident, call Frank Hinton at (580) 326-3351 or 326-3352.
7. Tell the hospital or clinic to mail all medical bills to Little Dixie Community Action Agency at 209 N. 4th, Hugo, Oklahoma 74743, (ATTENTION: FRANK HINTON).
8. Have the injured employee's supervisor, personnel manager, or the owner stay in contact with injured employee or parent/guardian until the employee returns to work.
9. Call if you have any questions, (580) 326-3351 or 326-3352.