

# SUPERVISOR FACT SHEET



When employees are injured on the job, the clock starts ticking. Citizens Management Inc (CMI) wants all Workers' Compensation incidents reported the same day they occur.

## What does that mean to me as a supervisor?

- Train your employees to report all work-related incidents as soon as they happen.
- Obtain all the facts.

Remember the essential questions...

Who?

When?

What?

Why?

Where?

How?

- Complete the necessary paperwork immediately. (This is usually where delays occur.)
- Turn it in to the appropriate personnel so it can be reported to CMI.

## Report All Accidents Immediately!

