

Employee Injury Reporting Procedures

Emergency

- Call 911.
- Contact Brittney Eyman at the District Office **within 24 hours** to report the injury.
 - Ext. 1484
 - Direct Office: 507-895-5051

Non-Emergency – Unsure If or How to Treat

- If the injury is not an immediate emergency and you are unsure if treatment is needed or of the type of treatment needed, call the SFM Work Injury Hotline. The employee and the supervisor should call together (if the supervisor is unavailable, employees may call alone).

SFM Work Injury Hotline – Available 24/7

855-675-3501 (Policy # 40917.201)

- A registered nurse will answer the hotline, ask what happened, and recommend what to do next, whether it's self-care, urgent care, or even the emergency room.
- Contact Brittney Eyman at the District Office **within 24 hours** to report the injury.
 - Ext. 1484
 - Direct Office: 507-895-5051

Non-Emergency – Minor On-site Treatment / Incident Only

- Contact Brittney Eyman at the District Office **within 24 hours** to report the injury.
 - Ext. 1484
 - Direct Office: 507-895-5051