

Do's and Don'ts To Manage Injuries

DO:

- Post all required employee notices in visible locations throughout your company. Notices are available by contacting your local Zenith Branch office.
- Talk with your employees about safety in the workplace. Be proactive to prevent injuries. Create a safety committee, and acknowledge safe work practices.
- Call FirstCall (1-800-440-5020) immediately when an employee is injured to report the injury and get access to Zenith services. We can't help you until you tell us about the injury.
- Stay in frequent contact with injured employees and Zenith during the course of the claim.
- Make every effort to return injured employees to work as soon as they're able, either in their old jobs or a transitional job.

DON'T:

- Prevent or discourage an employee from claiming benefits or pursuing a claim.
- Fail to report a claim or fail to file the required information on time.
- Delay in providing prompt medical attention to an injured employee.
- Terminate or discipline an employee for filing a claim.