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Workplace Injury Checklist: Steps After Getting Hurt at Work

Workers' compensation claims succeed or fail on timing and paperwork. Use this list from the day of the injury.

Name: _____ Date: _____ Case/claim no.: _____

Right away

- [ ] Get first aid or emergency care
- [ ] Tell your supervisor the injury happened at work
- [ ] Report it in writing and keep a copy with the date
- [ ] Write down what happened, where, when and who saw it
- [ ] Photograph the hazard, equipment or area if safe

Medical care

- [ ] Tell every provider the injury is work-related
- [ ] Ask your employer or the claims administrator which doctors you may use
- [ ] Keep visit summaries, work restrictions and bills
- [ ] Give work restriction notes to your employer

The claim

- [ ] Get the claim number and adjuster's name
- [ ] Keep copies of every claim form you sign
- [ ] Track missed workdays and wage payments received
- [ ] Save all letters, including any denial, and note appeal deadlines

Protect your rights

- [ ] Keep a log of conversations with your employer and the insurer
- [ ] Report unsafe conditions to OSHA if they are not fixed
- [ ] Write down any discipline or schedule changes after you reported the injury
- [ ] Talk to a workers' compensation lawyer if the claim is denied or delayed

Tips

- Federal rules say employers must have a reasonable procedure for reporting injuries and cannot discourage reporting.
- Federal employees use the Department of Labor's Office of Workers' Compensation Programs instead of state systems.

Official resources

OSHA: Workers' rights
https://www.osha.gov/workers

OSHA: File a safety and health complaint
https://www.osha.gov/workers/file-complaint

U.S. Department of Labor: Office of Workers' Compensation Programs
https://www.dol.gov/agencies/owcp

Notes