

Sumner County Government

Office of Risk Management

355 North Belvedere Drive - Suite 304

Gallatin, Tennessee 37066-5410

(615) 451-6023 FAX (615) 451-6052

employeeinjury@sumnertn.org

Below are the steps to follow should an employee become injured while on the job:

1. Immediately report the incident to your supervisor/department head.
2. The supervisor/department head should then contact the Risk Management Office. If the injury occurs after normal business hours, please leave a voice mail message with Risk Management and we will contact you the next business day or e-mail the immediate information to employeeinjury@sumnertn.org.
3. Complete the Occupational Injury Report provided to each department by the Risk Management Office, immediately fax to the Risk Management Office at 451-6052 and mail the original to 355 N. Belvedere Drive, Suite 304, Gallatin, TN 37066. This form can also be found on the sumnertn.org website under the Risk Management Tab. The full injury report can be mailed, faxed or e-mailed.
4. If medical attention is necessary, contact the Risk Management Office for direction on which treatment facility should be used for on the job injuries. In the event an incident involves a serious injury, please report to the nearest Emergency Room and notify Risk Management of the treatment sought as soon as possible.

***Note: If medical attention is necessary, be reminded that Risk Management must give authorization for treatment to the treating facility before the employee receives medical attention.**

Also, be reminded the Occupational Injury report should be completed and mailed to the Risk Management Office within seven (7) days of the injury.

I, _____, acknowledge that I have been briefed on the proper procedures to follow in the event I should suffer a work related injury and I agree to abide by these procedures.

Signed _____ Date _____

Department _____