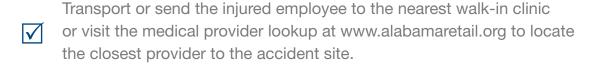
Reporting Work-Related Injuries

What you should do after an on-the-job injury or illness.

All employees should report work-related injuries, no matter how minor, to appropriate management personnel.



- Be sure to request a post-accident drug test (for workplaces with an applicable post-accident drug testing policy).
- Secure the scene of any serious accident for investigative purposes and the safety of other employees.
- Secure and save any equipment or materials that were involved in the incident or caused the injury.
- Complete an internal accident investigation report within 24 hours.
- Report the claim to Alabama Retail Comp within 48 hours following the injury. Prompt claim reporting can have a significant effect on the final cost of a claim.

Report an injury to Alabama Retail Comp

Download a copy of the Employer's First Report of Injury Form at alabamaretail.org/froi Complete the form and return it to ARC in one of three ways:

Email claims@alabamaretail.org **Fax** 334.263.1976 **Mail** P.O. Box 240549, Montgomery, AL 36124-0549

If at any point you suspect fraud or malingering, please call ARC's claims department at (800) 239-5423 to notify an adjuster.

