

# 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.**

- ☒ Transport or send the injured employee to the nearest walk-in clinic or visit the medical provider lookup at [www.alabamaretail.org](http://www.alabamaretail.org) to locate the closest provider to the accident site.
- ☒ 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](http://alabamaretail.org/froi)  
*Complete the form and return it to ARC in one of three ways:*

**Email** [claims@alabamaretail.org](mailto: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.