

## Tammy Jones

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**From:** Stephanie Austin  
**Sent:** Friday, August 4, 2017 1:13 PM  
**To:** Faculty and Staff  
**Subject:** \*Workman's Compensation\* - PLEASE READ

**Importance:** High

Good afternoon,

Our procedures for reporting workplace injuries has recently changed. We will no longer complete multiple forms as in the past. In the event of an injury and it is non-life threatening, the employee will follow the protocol listed below:

**Injured worker notifies supervisor**

**Injured worker immediately calls injury hotline – 1-888-770-0925 – Employee will provide employer name (Bristol Virginia Public Schools) and also search code (V775B)**

**Company nurse will gather information over the phone and help injured worker access appropriate medical treatment**

Please be mindful that all injuries should be reported prior to leaving the building/job site and the company nurse should be called prior to seeking medical treatment.

If you did not receive a sticker at Convocation, please see your building administrator to obtain one to be placed on the back of your badge.

Should you have questions or concerns, please feel free to contact me.

Have a wonderful Friday!

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