

TENNESSEE WORKERS' COMPENSATION INSURANCE POSTING NOTICE

How to Report Work-Related Injuries

What should be done if injured at work?

Employee

1. Immediately **report the injury** to the employer representative named below.
2. **Select a treating physician** from a panel provided by your employer.
3. If you have questions or problems, contact the employer representative or the Bureau of Workers' Compensation.

Employer

1. Complete your company's internal "Workplace Injury form" and **notify your workers' compensation insurance company** immediately, even if you have concerns about the validity of the claim.
2. **Offer a panel of physicians** to the employee via Form C-42 available on the Bureau's website. *In cases of emergency, call an ambulance and provide this form as soon as the injured employee has stabilized.*

Mr. Stephen Click, Safety Officer

*Printed **name and title** of the employer representative to be notified in the event of a work-related injury*

Campus Security

*Printed name of an **alternative employer representative** to be notified in the event of a work-related injury*

850-478-8496 ext. 3015

***Telephone number** of employer representative to notify in event of a work-related injury*

250 Brent Lane, Pensacola, FL 32503

***Address** of employer representative to notify in event of a work-related injury*

The Tennessee Bureau of
Workers' Compensation is
available to help both
employees and employers.



220 French Landing Dr. 1-B
Nashville, TN 37243-2667
800-332-2667
615-532-4812 TTD: 800-332-2257
tn.gov/workerscomp

Workers' Compensation law requires this notice to be posted in a conspicuous place at the work site at all times.