

The Work Injury Checklist

What to do, in order, so nothing gets missed

Most people tough it out and hope it goes away. Workers' comp has deadlines. This is the list, start to finish.

Presented by Fibers Neurological Institute

RIGHT NOW: AT THE MOMENT IT HAPPENS

- ☐ **Stop working.** Do not push through it to finish the shift.
- ☐ **Call 911 for anything serious.** Head injury, heavy bleeding, a fall from height, crush injury, electrical shock, chemical exposure, or anything you cannot walk away from.
- ☐ Get out of the hazard so nobody else gets hurt.
- ☐ Tell a supervisor immediately, before you leave the area if you can.

If you hit your head, passed out, feel confused, have numbness, weakness, chest pain, or trouble breathing, tell 911 right away. That is an emergency, not a wait and see.

TODAY: REPORT IT IN WRITING

This is the step that decides everything else.

- ☐ **Report the injury to your employer today.** Verbally first, then in writing.
- ☐ **Florida generally gives you 30 days to report a work injury to your employer.** Do not use all 30. Report it now.
- ☐ Ask for the employer's incident or injury report form and fill it out.
- ☐ **Get a copy of anything you sign or submit.** Photo it with your phone before you hand it back.
- ☐ Write down the date, time, and exact location it happened.
- ☐ Write down the name and title of who you reported it to.
- ☐ Send a short follow up text or email to your supervisor so there is a timestamp. "Confirming I reported my injury today at 2pm to Dave."

Report it even if it seems minor. A sore back you did not report on Tuesday is much harder to explain on Friday.

TODAY: DOCUMENT EVERYTHING

- ☐ Photograph the equipment, the spill, the ladder, the machine, the spot where it happened
- ☐ Photograph any visible injuries
- ☐ Photograph safety gear you were given, or the lack of it

- ☐ Names and numbers of anyone who saw it
- ☐ Names of coworkers who came over afterward
- ☐ Note whether the hazard had been reported before
- ☐ Keep the clothes, boots, or gear you were wearing

Ask about video

- ☐ Ask whether the area has cameras and ask that footage be preserved. Note who you asked and when.

KNOW HOW WORKERS' COMP IS DIFFERENT

This is not like a car accident claim. Read this part.

- ☐ **Your employer or their insurance carrier usually directs your medical care.** You often cannot pick any doctor you want and expect it to be covered.
- ☐ Ask your employer for the authorized provider or the carrier's phone number.
- ☐ **Go to the authorized appointment.** Missing it can affect your claim.
- ☐ If your employer will not give you a provider, tells you not to report it, or says not to worry about it, write that down with the date. Then call the carrier yourself.
- ☐ You can call Florida's Employee Assistance Office at **1-800-342-1741** with questions about your rights.
- ☐ Keep every letter and form the carrier sends you.

THE ONE EVERYONE SKIPS: GET EVALUATED

You reported it. Now get looked at.

- ☐ **See a medical provider.**

Fibers Neurological Institute is a Florida practice focused on brain, spine, and nerve injuries from trauma. Call **786-522-9825** or start with the intake form at **intake.neurofibers.com** so someone looks at you.

Work injuries build slowly. A lift that felt fine on the day turns into a back that will not straighten by the weekend. Head injuries, nerve damage, and spine injuries often take days to show what they really are.

- ☐ **Tell the provider it was a work injury.** It changes how it is documented and billed.
- ☐ Tell them everything, even the small stuff. Headaches, numbness, tingling, grip weakness, trouble sleeping, trouble focusing.
- ☐ Get any work restrictions in writing and give a copy to your employer.
- ☐ Do not exceed your restrictions, even if someone asks you to.
- ☐ Go to every follow up appointment.

If a provider clears you but you are still hurting, say so. Do not sign off on feeling fine because you want to get back to work.

KEEP A SIMPLE LOG

Start a note on your phone. Every day, write down:

- ☐ How you slept
- ☐ Anything that hurts or feels off

- ☐ Shifts or hours you missed
 - ☐ Appointments, calls, and who you spoke to
 - ☐ Every conversation with your employer or the carrier
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THE FOUR STEPS

Most people do one of these. Do all four.

1. **Report it** to your employer today, in writing
 2. **Document** the scene, the witnesses, and the gear
 3. **Follow the process** and go to the authorized appointment
 4. **Get evaluated** so someone looks at you
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WHAT NOT TO DO

- ☐ Do not wait to see if it gets better before reporting it
 - ☐ Do not say "I'm fine" to a supervisor if you are not sure
 - ☐ Do not skip the authorized appointment
 - ☐ Do not work outside your written restrictions
 - ☐ Do not post about the injury on social media
 - ☐ Do not let anyone talk you out of reporting it
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NOT SURE WHAT TO DO NEXT?

That is the hard part. Knowing where to go and what level of care makes sense.

TraumaDrama is the number to call. We are the outreach side of Fibers Neurological Institute, a Florida practice focused on brain, spine, and nerve injuries from trauma. We will help you figure out your next step and connect you with our medical team.

Message us at **traumadrama.ai**

Call **786-522-9825**

Start your intake at **intake.neurofibers.com**

More at **neurofibers.com**

This checklist is general information, not medical or legal advice, and it does not guarantee any claim outcome. Workers' compensation rules vary and deadlines are strict. For an emergency, call 911.