

## Be Prepared – Awareness Helps

Each year, millions of Americans suffer injuries or illness at work. Unfortunately accidents do happen, even in the safest of work environments.

Statistics show, however, that increased safety awareness—in practicing safe work habits, using equipment and facilities safely, and following safety rules—is not only effective, but essential to reducing the risk of workplace injuries and illness.



Statistically speaking, most workplace injuries are the result of slips, trips and falls, or from lifting.

## If An Accident Occurs

- If you are hurt or become ill on the job:
  - Immediately notify your supervisor. Your supervisor will report your injury or illness to the Diocese of Charlotte Human Resources Office.
  - For emergency situations, go to the nearest hospital for treatment.
  - For non-emergency situations, go to the medical services provider in your area as directed by your supervisor.

## Workers' Compensation Insurance

If you are hurt while at work, or become ill due to factors associated with your employment, your medical care will be provided through the diocesan Workers' Compensation Insurance Plan.

**First Report of Injury** You and your supervisor will complete the North Carolina Industrial Commission Form 19 that is submitted to the Diocese of Charlotte Human Resources Office. *All incidents must be reported immediately, or if extreme circumstances prohibit an immediate report, within 24 hours of the incident.*

You will want to keep your First Report of Injury with other documents associated with your Workers' Compensation Claim.

**Your Claim** When your supervisor reports your injury or illness, a Claim Number will be assigned for your Workers' Compensation Insurance Claim. This number will be recorded on all North Carolina Industrial Commission documents associated with your Claim.

Copies of all invoices and related documents regarding your treatment should be mailed to our Claims Adjustor. Please see the reverse side of this brochure for contact information.

**Returning to Work** You will not be permitted to return to work until authorized by the treating physician. Your Authorization to Return to Work should be submitted to your supervisor.

Clip and keep in your wallet



Roman Catholic Diocese of Charlotte

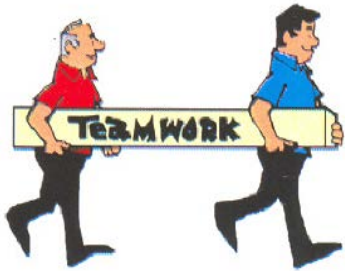
Name:


Location:

Employee No.:

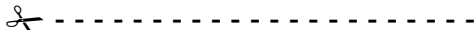
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If you get hurt or become ill at work, notify your supervisor immediately.



 By working together to maintain a safe work environment, we can help each other to eliminate the opportunity for accidents and illness to occur.

Clip and keep in your wallet



If you have questions about your claim, or if you need to be referred to a specialist for further treatment, please contact:

Claims Adjustor  
Jhonna Ghrigsby



131 Saundersville Road, Suite 220  
Hendersonville, TN 37075  
(Phone) 615-431-3423  
(Cell) 615-420-5355  
(Fax) 615-590-0094

Insurance Carrier: Church Mutual  
Policy # 0321370-07-900801

## Safety Tips

### Slip, Trip, Fall Prevention

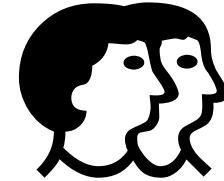
- Use the appropriate climbing equipment.
- Make sure you can see over loads you are carrying.
- Clean up spills immediately or mark a spill.
- Keep the area clean and free of clutter.
- Pay attention to changes in floor surfaces – fix loose carpeting or stair treads.

### Proper Lifting Techniques

- Always practice proper body mechanics when making lifts.
- Bend at your knees, not at your waist.
- Avoid unnecessary twisting.
- Team lift with those who are equal in strength.
- Exercise and physical fitness are keys to maintaining a healthy back.

**Diocese of Charlotte**  
**Human Resources**  
**1123 S. Church Street**  
**Charlotte, NC 28203**

## Workplace Safety



### **What To Do When An Accident Occurs At Work**

**Diocese of Charlotte**