

395 Guernsey Lane, Red Wing, MN 55066 · Phone 651.388.4441 · Fax 651.388.9557

Member Districts: Cannon Falls #252 · Goodhue #253 · Kenyon Wanamingo #2172 · Lake City #813 · Red Wing #256 · Zumbrota Mazeppa #2805

## Accident / Injury / Workers' Compensation Procedure (v. 02/13/2025)

GCED employee immediately reports the accident or injury to their supervisor.

(GCED employees serving in a Member District should report the incident to their site supervisor and then their GCED supervisor)

GCED employee contacts the GCED Human Resources Lead and receives applicable paperwork

(as soon as possible, no later than 24 hours after the incident)

GCED employee completes the First Report of Injury and Submits it to the GCED Human Resources Lead

(GCED Human Resources Lead can assist with completion of the report)

GCED Human Resources Lead submits the First Report of Injury to EMPLOYERS via EACCESS®

GCED Human Resources Lead adds applicable information to the GCED OSHA Reporting Form