***What to do when an injury happens***

***The following is a checklist of things to consider when you or a co-worker is injured at work. Use your judgement on what you should actually do based on the circumstances at the time.***

***Remember: Do not be insubordinate and do comply with company rules***

1. ***Personal belongings & lockers***

* ***Protect them from uninvited searches***

1. ***Avoid discussing the incident***

* ***You may inadvertently say something which may not help you or your injured co-worker.***

1. ***Witnesses***

* ***Know who the witnesses are or could be.***
* ***Did they really see or hear anything?***

1. ***Evidence***

* ***Preserve all potential evidence.***

1. ***Pictures***

* ***Have pictures taken of everything.***

1. ***Company Officers***

* ***Remember: Protect yourself. Company officers and claims agents have a job to do for the company.***

1. ***Statements***

* ***Avoid giving statements to anyone until you get legal advice.***
* ***If you must talk to a company officer, do it with a witness and/or a union representative present.***

1. ***“Re-Enactments”***

* ***If possible, avoid participating in “re-enactments.”***

1. ***Medical Care & Treatment***

* ***If you believe you need medical treatment, get it immediately.***
* ***If you are prevented from getting immediate medical care you believe you need:***
* ***Call your local chairman***
* ***Document who denied you the right to get medical care and when are where it occurred.***

1. ***Medical Releases***

* ***Medical records and treatment are privileged: keep it that way***
* ***Do not sign any medical releases without legal advice.***

***Get Legal Advice Quickly!!!***

***What should an injured employee’s family do?***

* ***Get information. Do not give out information. Don’t volunteer anything. What you say, no matter how harmless it seems could hurt.***
* ***Write it down!! Take notes: What, Where, When and Who!***
* ***Positively identify the person that contacts you.***
* ***Contact Union Local Officers for additional guidance.***
* ***At the hospital, DO NOT ALLOW and railroad official/claims agent to contact the employee or the treating physician.***
* ***Remember NO WORKERS COMPENSATION for rail road employees. Doctors do not know this. Tell them!***

* ***Have “Notice Regarding Release of Information” entered into your medical chart.***
* ***Do not sign any papers other than the ones necessary for treatment of the injured family member.***
* ***You should have the hospital apply all medical cost to the injured family members insurance. Keep the railroad out of it.***
* ***Get Union Designated Legal counsel involved immediately.***