



**EFFECTIVE JANUARY 1, 2019**

## **Work Related Injury or Illness Reporting**

Quality Driver Solutions employees are highly valued stakeholders. Our employees' safety and well-being are primary concerns for us. In the event that you are injured on the job, **immediate reporting** of your injury will allow prompt processing of your claim and benefits for which you may be eligible.

### **How to Report a Work-Related Injury**

- Keep the attached wallet card with you at all times
- Notify your manager of all work-related injuries as soon as possible
- Immediately call the nurse line at 1-866-832-4428 (Option 1) to speak with a nurse and report your injury
- Report all work related injuries!

### **Quality Driver Solutions**

**To Report a Work Related Injury:**

*In the event of a medical emergency call 911 as appropriate*

Notify your QDS supervisor as soon as possible.

Call the nurse line at **1-866-832-4428** (Option 1) to speak with a nurse (available 24x7) and report the injury

Questions or follow up calls? Call 1-866-832-4428, option 3 or 4 for WC Dept.

### **After The Injury is Reported**

- Communicate with your employee advocate from QDS's Worker's Compensation Department
- Communicate with your adjuster. The adjuster will handle your claim and make payments, if due
- Cooperate with the field interview if you are contacted to meet with a representative

Quality Driver Solutions provides employees with an advocate to help you through the workers compensation process following a work-related injury. Your advocate may be reached at 1-866-832-4428, Option 3. QDS also offers, when appropriate and available, transitional-duty for employees who are not able to perform their full duty work on a temporary basis following a work-related injury.