



## **PROTOCOL FOR INCIDENTS ON THE JOB**

- 1) In the event of an injury or incident involving a Staffing For Texans employee, please notify Staffing For Texans immediately at:**

**713-453-5700      1066 Federal Rd.**

- 2) Weekends and After Hours accidents/incidents:**

Please contact (713)453-5700. Our answering service will immediately contact a Staffing For Texans representative and Staffing For Texans will be in contact with you immediately thereafter.

- 3) In the event of a catastrophic incident:**

Please call 911 and then contact Staffing For Texans immediately. A Staffing For Texans representative will come to the job site for an investigation and another Staffing For Texans representative will go to the medical facility where the worker will be provided medical assistance.

- 4) Please provide Staffing For Texans with an accident/incident report on the day of the injury via e-mail ([jose@staffingfortexans.com](mailto:jose@staffingfortexans.com)) or fax (713)453-5710.**

This will assist us in preventing future incidents and expedite the insurance process. Staffing For Texans will deem necessary the proper corrective actions and will help ensure a healthy and safe environment for all personnel involved.

- Occucare & Concentra Medical are the medical facilities that we utilize. Only Staffing For Texans representatives can authorize treatment.
- All "incidents", no matter how minor must be reported to Staffing For Texans. Please assist us in this protocol to ensure all workers receive the proper medical treatment.



## **PROTOLOGO PARA INCIDENTES DE TRABAJO**

- 1) **En caso de un accidente o incidentes que involucre a un empleado de Staffing For Texans, por favor de notificar a Staffing For Texans inmediatamente a:**  
**713-453-5700      1066 Federal Rd.**
  
- 2) **Accidentes o incidentes que ocurran el fin de semana:** Por favor de llamar al (713)453-5700. Nuestra operadora o un representante hablaran con usted.
  
- 3) **En caso de un incidente catastrófico:** Por favor de llamar a Staffing For Texans inmediatamente y al 911. Un representante de Staffing For Texans ira al lugar de trabajo para una investigacion, y un representante ira al lugar donde al empleado le esten asistiendo.
  
- 4) **Por favor de informar a Staffing For Texans un reporte de accidente o incidente lo mas pronto possible via fax al (713)453-5710 o correo electronico:**  
**[jose@staffingfortexans.com](mailto:jose@staffingfortexans.com).**

Esto nos ayudara a prevenir futuros accidentes. Staffing For Texans considerara las acciones correctas necesarias y asegurara un lugar saludable y seguro para todo nuestro personal involucrado.

- Occucare y Concentra Medical son las clinicas que utilizamos y le puede autorizar el tratamiento.
- Todo incidente no importa que tan pequeño sea tiene que reportarlo a Staffing For Texans. Por favor de ayudarnos con este protologo para asegurar que todos los empleados sean asistidos adecuadamente.