

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: Employee Injuries**

**APPROVED:** Marilyn L. Rawlings  
Marilyn L. Rawlings, Fleet Manager

**DISTRIBUTION:**

Fleet Management

**PURPOSE:**

To establish procedures for proper care and treatment of a Fleet employee injured during working hours.

**PROCEDURE:**

In the event, that any Fleet employee is injured on the job, and in need of medical attention, the employee's supervisor will ensure that the injured employee is provided with the appropriate medical attention. If the employee needs immediate medical attention, the supervisor or designee will call 911. In non-life threatening situations, the supervisor should drive the employee to the appropriate medical facility. In either case, the supervisor will stay with the injured employee until he/she is under the care of professional medical staff.

**Not Life Threatening go to these locations:**

Lee Convenient Care Central (next to Pep Boys at Page Field)  
4771 South Cleveland Avenue  
Fort Myers, Florida 33907  
Phone: (239) 343-9800  
Fax: (239) 343-9823  
Saturday & Sunday 7:00 am to 7:00 pm

Or

Urgent Care Center of Southwest Florida (Cape Coral)  
1708 Cape Coral Parkway Suite #2  
(Cay West Pavilion)  
Cape Coral, Florida 33914  
Phone: (239) 333-3333  
Monday thru Friday 8:00 am to 8:00 pm  
Saturday 9:00 am to 5:00 pm  
Sunday 11:00 am to 4:00 pm

Or

**Urgent Care Center of Southwest Florida (Estero)**  
**10201 Across Avenue Suite #105**  
**(Estero Medical Center)**  
**Estero, Florida 33928**  
**Phone: (239) 333-2273**  
**Monday thru Friday 8:00 am to 8:00 pm**  
**Saturday 9:00 am to 5:00 pm**  
**Sunday 11:00 am to 4:00 pm**

**When an employee receives a minor injury, the supervisor is to call Employee Health Services at 533-2067 to detail what happened and to receive instruction on if and where the employee is to be treated. If the employee needs to go to the hospital, and the injury is not life threatening, the supervisor will drive the employee to the facility and make sure he/she is checked in. The supervisor may wait for the employee to be treated and released or return to the Fleet facility. Once the employee is released, the supervisor will arrange for the employee's transportation back to the work place or to the employee's home.**

**All accidents (whether minor or major) must be reported to the supervisor as soon as possible. It is the employee's responsibility to submit an accident report to his/her supervisor as soon as possible after the accident takes place. In the event the employee cannot complete the form, the supervisor will complete the form for the employee. A copy of the incident form must be given to Risk Management within 24 hours of the event.**

**Report claims to: Risk Management, 2115 Second Street, Fort Myers, Florida 33901. Risk Management is located on the fourth floor of the Administration Building, Risk Generalist phone 533-2309 or Risk Program Manager Phone 533-2310 and the fax number 888-242-3233.**

**Risk Management Claims Reporting Procedures is located at:**  
**(<http://www.intranet.leegov.com/departments/riskmanagement/default.aspx>).**

**All accidents will be addressed with the employee to discuss the outcome and possible preventive steps that could have been taken. Excessive preventable accidents may affect an employee's evaluation and/or employment status.**

**Revision Date: November 2011**  
**Revision Date: May 2012**