Accident & Injury Reporting Flowchart

Motor Vehicle Accident? Personal Injury?

Motor Vehicle (left branch)

Immediately Notify Supervision

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Contact Local Law Enforcement
Minor Accident – contact Monroe County Sheriff's Office non-emergency phone number (305)664-6480
Major Accident with Injuries – Call 911

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Leader or Employee Complete the Online Accident/Injury Report Form

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Leader to Contact Human Resources Director (305)393-2253
(Make sure to leave a message)

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Employee Post-Accident Drug Screen Process (If applicable)

Personal Injury (right branch)

Immediately Notify Supervision

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Leader to Contact Human Resources Director (305)393-2253
(Make sure to leave a message)

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Leader or Employee Complete the Online Accident/Injury Report Form

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HR Director will create the First Report of Injury authorizing care FROI will be electronically sent to injured worker

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Employee Post-Accident Drug Screen Process (If applicable)

Center note

Employees can be seen immediately at Urgent Care and/or Hospitals make sure to tell admissions the injury is covered under Workers Compensation:

Insurer Name:
Johns Eastern, Co., Inc.
P.O. Box 110279
Lakewood Ranch, FL 34211
Phone #: 1-800-749-3044

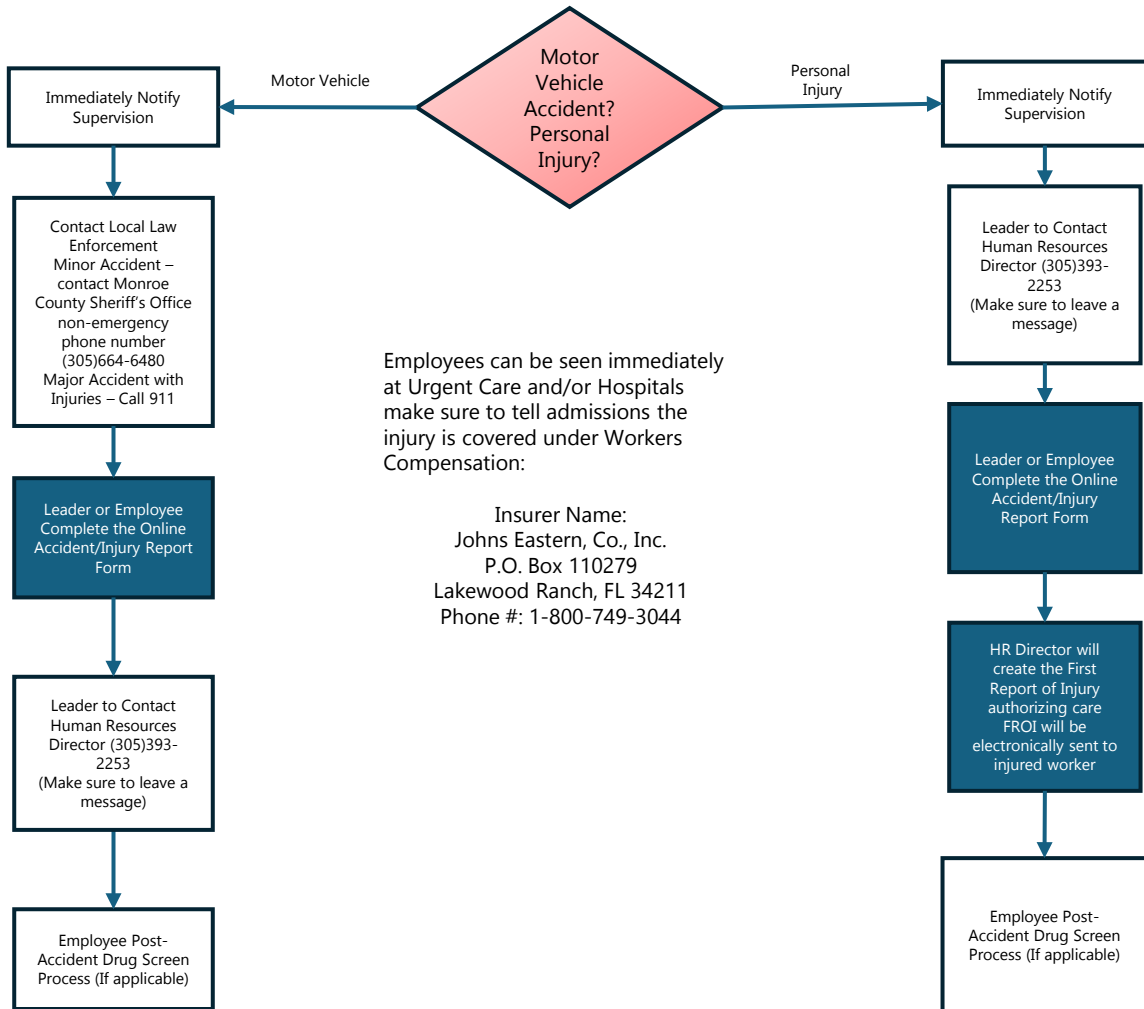
All employees are responsible for immediately reporting all injuries and accidents that occur on the job, regardless of their severity, failure to report an accident or injury may result in disciplinary action, up to and including termination.