



UNIFIED FIRE AUTHORITY MEMORANDUM 09-078

TO: UFA EMPLOYEES

FROM: HUMAN RESOURCE DEPARTMENT

SUBJECT: WORKERS COMPENSATION REPORTING

DATE: SEPTEMBER 9, 2009

Recently the decision has been made to restructure how our Workers' Comp claims are handled and processed internally at UFA. Our Workers' Comp Team consists of Sylvia Cardenas, Calogero Ricotta and Captain Clint Mecham.

Follow these steps for a job related injury:

- Notify your Captain or direct supervisor of your injury.
- Seek immediate appropriate medical attention if necessary. If emergent medical care is required, use any appropriate medical facility. If non-emergent medical care is required, please use any of the Concentra or First Med clinics. (Posters are posted at all UFA locations)
- If you seek medical attention, or anticipate loss of time from work, you **MUST:**
 1. Contact Calogero Ricotta as soon as possible at 801-743-7215 or cricotta@ufa-slco.org. Calogero will be able to help you through the Workers' Compensation Process and make sure your claim is processed correctly. (All questions and concerns about an injury or claim should be addressed with Calogero Ricotta)
 2. Contact Mitzi at 801- 743-7208 to take care of any scheduling concerns or problems that may arise as a result of your injury.
 3. Complete the State of Utah 122 Form and the Supervisor's Report of Injury or Illness form. (Submit to Sylvia by fax at 801-743-7211 and send in originals through the courier)
- If no medical attention is required, and no loss of time from work is anticipated, please complete Unified Fire Authority First Aid Only form. (Submit to Sylvia by fax at 801-743-7211 and send in originals through the courier)
- Captain Clint Mecham will be conducting investigations to submit to our Workers' Compensation provider as well as gathering information to develop new training techniques to insure the safety of UFA employees.