

# What to Do If You Are Injured at Work

For a life-threatening emergency call 911.

All injuries or illnesses you believe to be work-related must be reported immediately, even if it appears no medical attention is required.

- First and foremost, inform your supervisor on site.
- Call 800.800.5003 to report your injury. If you are unable to get through, please call 877-854-6877
- You will be asked for a Search Code which is: ASGN
- Identify yourself as an ASGN/Creative Circle employee (not the client), located at 26745 Malibu Hills Road Calabasas, CA.
- You will be given treatment instructions, if needed, by a registered nurse on the line.
- Be sure to keep all paperwork from any medical visits.

## After reporting your injury

Once the injury is reported, a Worker's Comp Representative from ASGN will follow up with you.

Immediately after, please notify your Recruiter/HR and inform them of what has occurred and your current status.