

## What to Do in the Event of a Work-Related Injury

If you experience a work-related injury, please take the following steps to ensure proper reporting and support:

1. **Report the Injury Immediately**

Notify your **supervisor** and **Human Resources Manager** as soon as possible. They will complete an incident report to document the details of the injury.

2. **Initiate a Leave of Absence**

After informing your supervisor and HR Manager, you will need to contact **FMLASource** to open a leave related to your workplace injury. You can do this by calling **866-380-0680** or visiting [FMLASource.com](https://FMLASource.com).

These steps are covered during **New Hire Orientation** and in your **e-learning modules**. Additionally, you can find guidance on the process from the **Workers' Compensation Posters**, located throughout the division, but typically in common area such as the breakroom.

### Need Help with a Work-Related Injury?

Below are the contacts for McLane's Workers' Compensation team, along with the states they support. If you have questions or need assistance, feel free to reach out to the representative for your state.

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