



# INCIDENT RESPONSE PLAN

If a Kelly Employee experiences a work-related injury or illness while at work...

**Call Medcor When Formal Medical Treatment Is Unclear**

Contact/Scenario	Title/Center Name	Phone Number
<b>Potential and life-threatening emergencies</b>	<b>Call an AMBULANCE immediately</b>	<b>9-1-1</b>
<b>Medcor</b> Kelly Telephonic Nurse Service <i>(If no on-site first aide, or when a need for formal medical treatment is unclear)</i>	<b>24x7 Nurse Triage</b>	<b>1-833-359-0183</b>
<b>Contact Kelly Representative</b> <i>Call until you (or the person helping you) <b>spea</b>k(s) with your Kelly Representative. Immediate contact must be made to report a medical emergency illness or injury.</i>	<b>Leigh Wilson - Kelly TA</b>	<b>Call/Text: (214)764-5480</b>
Transportation to off-site clinic, if needed. <b>Cab/Car service</b> <i>(If employee is not able to self-transport or their Emergency Contact is not available)</i>	Kelly Employee should drive themselves, if possible. If not, they may contact their emergency contact to come get them. Kelly staff may also arrange for an Uber, Lyft, taxi, or other professional transportation. <b>Note:</b> Certain initial treatment providers offer initial and follow-up transportation, free of charge. Contact your local provider to inquire if this is available in your area.	

**OSHA requires all severe work-related injuries be reported to OSHA within 8-24 hours of the event (depending on the state or type of event).**

**Kelly employees are required to report ALL work-related illnesses and injuries, no matter how small, to their Kelly Representative.**

**If an injury or illness is severe, \* the branch needs to engage their Regional Safety Manager as soon as possible. If the Safety Manager is not immediately available ensure someone on the team is notified immediately.**

*\*Severe injuries include death, in-patient hospitalization (not ER visit), amputation, or loss of an eye.*

Updated 3/2025

