



Reporting Work-Related Injury/Illness: Managers

After receiving notice of a work-related injury or illness, no matter how small, managers must immediately either: (a) report the incident using the Claims Team's matter management system; or (b) report the incident to another manager with access to the matter management system so that he/she can report the incident using the matter management system. The following managers have access to the Claim Team's matter management system:

- Stores – Core Four Managers
- Distribution Centers – Distribution Center management
- Support Office – contact the Claims Team directly

All managers are expected to promptly and fully participate in the reporting process.

If a team member reports a work-related injury or illness and has not yet sought medical treatment for the work-related injury or illness, you may offer the team member a chance to call the 24/7 Nurse Hotline (833-406-1774). Team members are not required to call the 24/7 Nurse Hotline and calls to the 24/7 Nurse Hotline do not change the reporting responsibilities described above.

OSHA requires notification of the following work-related injuries/exposures:

- On-the-job fatalities; and
- Work-related hospitalization, amputation, or loss of an eye.
 - Definition of amputation: the traumatic loss of all or part of a limb or other external body part. This would include fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached.

If an on-the-job fatality, work-related hospitalization, amputation, or loss of an eye occurs, please call 480-689-1161 immediately. Then:

- Email: Dept-Claims-All@sprouts.com;
- Write "OSHA / Sprouts' store #" in the subject line;
- Be prepared to supply: names of employees affected; location and time of the incident, brief description of the incident; store contact person and phone number; and
- Complete your report in the matter management system.