



# Mineral



## Question of the Week

March 7, 2024

### Question

A remote employee told us they were injured at home during their workday. What are our responsibilities?

### ANSWER

When an employee informs you that they were injured while working from home, take the claim seriously and follow your usual procedure for a workplace injury. Here are the steps we recommend:

- Thank them for letting you know about the injury and ask if they need medical attention. If necessary, help them get it. Their health and safety should be your first priority.
- Have the employee complete a workers' compensation claim form, which can be obtained from your carrier. The carrier should be notified as soon as possible.
- Check for any recordkeeping or reporting requirements that you may be subject to under OSHA.
- Keep a copy of the employee's claim form and any other [supporting documentation](#).
- Talk to the employee about what happened to determine if there is a way you can help prevent this kind of injury in the future. For instance, if they tripped over a computer cord, maybe the cords can be bundled and arranged in a safer location.

*This Q&A does not constitute legal advice and does not address state or local law.*