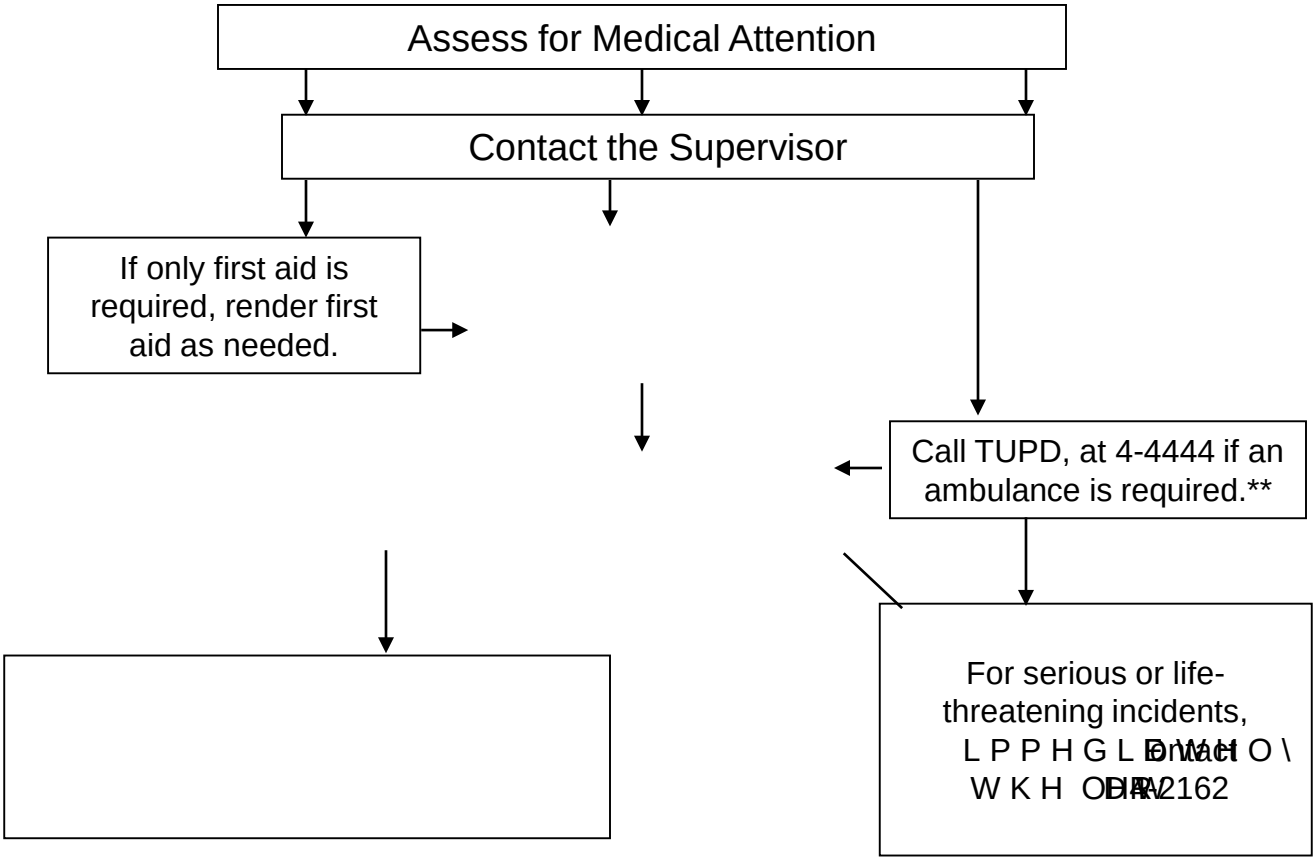What to do if an Employee Suffers a Work Injury or Incident