

Work-Related Injury Policy

In addition to compliance with safety measures imposed by the federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe and healthy place to work. The Company recognizes that employees may be able to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, immediately to a manager. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing safety-related complaints, or requesting to see injury and illness logs.

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available manager. Employees should render any assistance requested by that manager. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources and Benefits manager along with Workman's Compensation, if necessary, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and without speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

Work-Related Injury Procedure:

- Any work-related injury, minor or major, must be reported and documented. Injury reporting form is available from manager or Human Resources upon request. The completed and signed injury report must be given to Human Resources and maintained in the employee's personnel file.
- Dependent upon the level of injury, the general manager or human resources manager will determine if more than an injury report is required.
- If the employee seeks any type of medical assistance as a result of the work-related injury, ALL related documentation must be supplied to the company for the employee's personnel file as an attachment to the injury report.
- For any charges or fees associated with the injury, it will be the determination of the company as to whether there will be a workman's compensation claim filed, or if the company will pay the charges directly.
 - If the company is paying the associated fees, ALL documentation must be sent to Accounts Payable (Sara Muth) to be paid directly to the healthcare facility.
 - If the company chooses to make a Workman's Compensation claim, Human Resources or Benefits manager must complete a Workman's Compensation Notice form and send it directly to Janet Douglass at Peterson McGregor
 - Peterson McGregor will file the claim and Accident Fund (our WC insurance company) will reach out to us for next steps.
 - MM must follow ALL necessary steps and instructions from Accident Fund and maintain all documents within the employee's personnel file.
- ALL documents associated with injury will be maintained in the employee's personnel file.
- Human Resources will regularly follow up with the employee on the status of their injury and direction of when to return to work, until there is a clear indication that the employee is no longer being affected by the injury.

Work-Related Safety Concern Reporting Procedure:

- Any employee who witnesses or discovers a work-related safety concern should immediately report to the nearest manager.
- It is the responsibility of the involved manager to immediately remedy the concern or pass on to the applicable person to remedy as quickly as possible.
- A brief written explanation of the concern and how it was remedied should be documented and recorded with human resources.