PURPOSE

The purpose of this program is to establish written procedures to ensure that employees receive quality medical care and are able to return to full gainful employment in the earliest possible time following a work related injury.

1. GENERAL
2. This procedure shall be implemented in full compliance with all applicable laws including, but not limited to, privacy and workers’ compensation (or the equivalent) laws and regulations.
3. All personnel are required to be fit to work in accordance with the Company’s “Fit-for-Duty” program. Functional job descriptions that outline essential job functions are necessary to ensure that medical assessments are tailored to the individual and the physical demands of the job. This also includes management of non-work related incidents that may temporarily affect an individual’s work performance or ability to react in an emergency situation.
4. Any employee experiencing an injury or experiencing signs and/or symptoms of illness shall immediately notify their Supervisor.
5. Supervisors shall be directly involved in providing information to the HSE Manager when completing an Incident Report.
6. Employees are entitled to choose their treating physician; however, the Company may also assign another approved Occupational Physician and arrange an examination which the employee must attend for compliance with relevant workers’ compensation legislation and to obtain “Work Status” release. *Note: In any life-threatening situation, an employee shall be transported to the nearest Emergency Room.*
7. Any Employee who receives medical attention due to an occupational injury shall be given a “Post Accident Drug / Alcohol Screening”.
8. SPECIFIC “POST INJURY” PROCEDURES
9. Things To Do:
* Arranged transportation for the injured Employee to be examined by a Company Physician;
* An injured employee must be accompanied to the hospital or clinic by his/her Supervisor or a member of Management;
* Ensure the injured employee receives proper medical attention;
* Ensure the injured employee takes a “Post Accident” drug screen; and
* Start the Incident Report while information is still fresh.
1. Things NOT to Do:
* Don’t let the injured employee go to the hospital or clinic alone;
* Under no circumstance will the employee pay for his/her medical treatment; and
* Don’t assume the hospital has conducted a post-accident drug screen.
1. RESTRICTED / MODIFIED DUTY CASES

The Company shall offer modified work, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness. The benefits of offering modified duty include, but are not limited to, reduced Workers Compensation costs, improved employee retention, enhanced employee morale, reduction in lost time days, and a strengthening of the company's relationship with its employees. Modified work is considered to be meaningful to the employee and the Company, and consistent with work restrictions outlined by the treatment provider.

Employees shall be informed of the Company’s restricted / modified duty policy via new hire orientations, safety meetings, toolbox talks and/or posting the policy in a conspicuous location.

1. RESTRICTED DUTY ACCOMMODATIONS

All Department Managers shall, whenever possible, accommodate all restrictions placed on an injured employee whenever feasibly possible. A list of jobs available to be performed for employees on modified duty should be maintained. All jobs should be assessed to determine which jobs can be performed by persons working under specific restrictions. The Company shall prepare a Physical Demands Analysis (PDA) for each of these jobs to ensure workers are placed accordingly.

The Company shall ensure that restricted / modified work being offered is consistent with the medical restrictions listed by the health care provider. Workers must ensure that changes in the scope of the modified work must adhere to the medical restrictions. Supervisors shall be made aware of the restrictions to ensure the modified work meets the physician's orders. Restricted / modified work is temporary and shall be managed with a goal to return the individual to full time work as soon as deemed medically fit.

1. TREATMENT FACILITIES

The Company shall ensure that local health care providers are advised that the Company provides restricted / modified work to injured employees, whenever practicable. The HSE Manager shall proactively accomplish this by making arrangements with clinics who specialize in Occupational Health, and recommend that the injured employees seek treatment there. When this is not practicable, a standard letter should be drafted that outlines the Company's modified work opportunities. All injured employees shall take this letter with them when they visit their health care provider.

1. FULL DUTY RELEASE

An injured employee will not be allowed to perform regular work duties until the treating physician has issued a “Full Duty Release” or “Return to Work Certificate”. Once an employee is returned to regular duty, then he/she shall be placed in the regular work schedule at the time of release. Once the treating physician has given a release, the employee shall turn it into the HSE Manager before the start of their regular duties.

1. RECORDS

The Company shall maintain written records of incident details including incident investigations and root cause analysis. This will help the Company recall information about the circumstances of the incident at a later time, and will demonstrate due diligence. Records shall be kept of communications with the injured employee regarding restricted / modified work. Workers Compensation and medical records, where applicable, should also be maintained. Medical records shall be kept by the Company strictly on a need-to-know basis. The records shall be kept in a locked file.

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |