

Accident Reporting Procedures

WORK RELATED ACCIDENT, INJURY, OR ILLNESS POLICIES AND PROCEDURES

SCOPE

Gordon H. Baver, Inc. values their employees and is concerned for their health, safety, and well-being. As such, we are committed to rendering prompt medical treatment to employees who are injured in the workplace. We will do whatever necessary, within our resources, to help facilitate the rehabilitation of injured employees. Where possible, and within medically prescribed restrictions, we will also attempt to accommodate injured employees with modified duty work.

As an important resource of Gordon H. Baver, Inc., every employee plays a critical role, along with management, to create a safe working environment. This is accomplished proactively through safety training, identification of workplace hazards, correction of identified hazards, and continued awareness of safety procedures. All employees are expected to fully cooperate with their treatment plan and modified duty requirements. Failure to do so could jeopardize Workers' Compensation benefits or result in job termination.

REPORTING WORK-RELATED INCIDENTS

In order for our employees to receive prompt medical attention and the most efficient processing of their Workers' Compensation claims, Gordon H. Baver, Inc. has established reporting procedures for all work-related incidents and illnesses. These procedures apply to all employees, whether hourly, salaried, exempt, non-exempt, or temporary employees.

It is our policy to accurately and promptly report all work-related incidents and illnesses to the State Workers' Compensation Bureau, third party claims administrator, and if required, OSHA. Failure to report work-related injuries and illnesses in a timely manner can result in fines and penalties to our organization. Therefore, Gordon H. Baver, Inc. has established the following procedures accordingly:

1. Employees are to notify their Supervisor of all work-related injuries/illnesses immediately, but no later than the end of their work shift, unless medically unable to do so.
2. Supervisor is responsible for completing the First Report of Injury form, in conjunction with the injured employee within 24 hours. If the injury takes place over the weekend or holiday, the First Report of Injury should be completed on the following business day.
3. Supervisor is required to send the First Report of Injury to the third party claims administrator within 24 hours.
4. Supervisor must notify the main office immediately if an injured employee begins losing time.
5. All managers and supervisors must make every effort to accommodate and facilitate requests for modified duty work, as prescribed by the injured employee's attending physician. If accommodations cannot be made, the responsible manager or supervisor must immediately inform the main office to determine whether another department or location can accommodate the employee's restrictions.
6. The main office is mandated to report the following work-related accidents or illnesses to OSHA. If one of these events occurs, contact Human Resources immediately.

1. All work-related fatalities (OSHA must be notified within 8 hours).
2. All work-related in-patient hospitalizations of one or more employees (OSHA must be notified within 24 hours).
3. All work-related amputations (OSHA must be notified within 24 hours).
4. All work-related losses of an eye (OSHA must be notified within 24 hours).

MEDICAL TREATMENT & PANEL PHYSICIANS

Pennsylvania State Law allows employers to direct the medical care of injured workers for the first 90 days of the injury. Accordingly, the main office maintains a list of approved medical providers. Employees are required to treat with one of these approved providers from the date of the first visit and continued for a minimum of 90 days.

Employees who treat with their own physicians, risk waiving their right to coverage under Workers' Compensation and may become responsible for the payment of their own medical expenses. A list of approved physicians can be located in the main office.

RETURN TO WORK POLICY

Gordon H. Baver, Inc. regards their employees as the most valuable assets to our organization. As such, we are committed, where possible, to accommodating injured employees by offering modified work, as determined by the treating physician. The employee's medical condition, including any limitations or restrictions, will be carefully considered when identifying potential modified duty work, including:

1. Allowing employees to return to work on a part-time basis or under modified hours.
2. Assigning defined modified duties to the employee based upon the need of those duties AND the medical capability of the employee.
3. Assigning employees to a different department or location than the original assigned department or location, if modified duties are not available at the employee's original department or location. This reassignment shall be within a reasonable geographic distance to the employee.

The above conditions shall be temporary measures, not to exceed more than 90 days. If, at the end of the 90 days, an employee is not medically ready or able to assume his/her original position, an evaluation will take place involving input from the employee, treating physician, management, and our third party claims administrator. Based upon this evaluation, a plan of action will be developed to determine how to proceed in the facilitation of the employee's rehabilitation. If it is determined that the employee will be permanently unable to assume their original duties, the appropriate course of action will be taken by Gordon H. Baver, Inc., in accordance with applicable State Workers' Compensation laws.

ROLES & RESPONSIBILITIES

Managers & Supervisors

Management will work closely with the employee to coordinate return-to-work efforts and will be responsible for introducing the employee back into the workplace in the modified duty position. The supervisor/manager will ensure that the injured employee receives all necessary assistance and that the employee does NOT work outside of his/her medical restrictions.

Employees

Employees are required to work within the physical limitations given by the treating physician. The employee shall perform only those duties assigned and shall notify his/her supervisor/manager of any difficulty in performing those duties. The employee is also responsible for notifying his/her supervisor/manager, in advance, of all medical appointments and keep them informed of their recovery process and ability to return to full-duty work.

FOLLOW-UP ON WORKERS' COMPENSATION LEAVE OF ABSENCE

Gordon H. Baver, Inc. is concerned about the health and well-being of all of their employees. Therefore, it is our procedure to follow-up with injured employees to determine:

1. How the employee's recovery is progressing.
2. Whether the employee is able to perform modified duty work.
3. When the employee is expected to return to full-duty.
4. When the next follow-up physicians appointment is scheduled.

An employee who has been released to full or modified duty work, must provide the main office with written notification by the treating physician, indicating either fitness to perform former duties or any work restrictions. An employee returning to work will be returned to his/her former position if available. If the original position is no longer available, the employee will be offered a comparable position for which he/she is qualified.

EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT TO PARTICIPATE

I, _____, have read and fully understand all aspects of Gordon H. Baver, Inc.'s Accident & Illness Prevention Program and agree to abide by the procedures outlined in this program. I further agree to report all unsafe practices to my Department Supervisor immediately. I know that if I have any additional questions or comments I am to reach out to my Department Supervisor.

Employee Signature

Date