



Client Focused. Technology Driven.

Workplace Injury / Accident Procedures

- 1.0 Policy:** It is the policy of Fenstermaker that all workplace injuries and or accidents will be handled in accordance with this procedure.
- 2.0 Definitions:**
 - a. **Work site:** any temporary or permanent place of business or location where Fenstermaker conducts its operations.
 - b. **RPO:** Reporting Purposes Only (verbal reporting) incident, injury or near miss; medical attention is not required.
 - c. **Incident Report Form:** Fenstermaker form used to record and report any incident, injury or near miss.
 - d. **Job Safety Analysis (JSA):** a job breakdown that gives a safe, efficient job procedure.
 - e. **Team Member Witness Statement:** Fenstermaker form used to record and report any accident / incident, injury by a witness.
 - f. **Refusal of Medical Treatment - Return to Work:** Fenstermaker form used in the case of an incident where a team member is refusing medical treatment to return to work.
- 3.0 Purpose:** To ensure that all accidents, injuries and near misses are handled safely, quickly and effectively.
- 4.0 Scope:** This procedure applies to all Fenstermaker Team Members at all work sites.
- 5.0 Responsibility:** All Team Members are responsible for complying with the 'Workplace Injury/Incident Procedures' contained herein.
- 6.0 Procedure:**
 - A.** All Team Members are required to contact their supervisor (first point of contact unless life threatening) for all accidents/incidents sustained including vehicle accidents, no matter how minor. If injury is life-threatening, seek emergency medical attention first.
 - B.** Team Member's Supervisor is required to contact Human Resources (second point of contact), who will arrange non-emergency medical attention for injuries and drug/alcohol screenings.
 - i. If vehicle accident, Team Member must also immediately report it to RISCOM, via email: claims@riscomins.com or 866-265-1557.
 - ii. For vehicle accidents or property damage, HR will notify Mark Fenstermaker, Director of Corporate Resources.
 - C.** Any testing facility correspondence will be routed through Human Resources (337) 237-2200.
 - D.** The Incident Report Form, along with the JSAs, and witness report (if any) is to be completed and submitted to Human Resources via robyn@fenstermaker.com or the team member's supervisor, within 12 hours of the injury/RPO accident.
 - E.** Human Resources will contact the injured or person(s) involved for investigation purposes, log and determine recordable which may require Landmark Safety's assistance.
 - F.** If necessary, Human Resources will then submit to Workers Compensation carrier and/or insurance company within 72 hours of injury/RPO accident.
 - G.** Human Resources will retain all accident reports and all written correspondence pertaining to the injury/RPO accident.
 - H.** Human Resources will be the point of contact for all other correspondence pertaining to the employee's injury/RPO accident. Supervisors will contact Human Resources regarding information on the Team Member's return to work, work restrictions, etc.
 - I.** Team Members must correspond with Human Resources and provide documentation on issues related to return to work dates and restrictions, etc.
 - J.** Prior to returning to work team members must submit a release to return to work from their treating physician.