

**Crunch Care Workplace Safety and Injury Process**  
**Effective: July 24, 2016**

**Purpose of the Workplace Safety and Injury Process:**

Crunch Care intentionally provides a clean, safe, and healthy environment for all employees. Every reasonable precaution is taken to provide you with a safe place to work. Accident prevention, however ensuring employees safety, is largely an individual responsibility and employees are expected to do their part to work safely. Your safety is a major concern to Crunch Care, Inc.

The following procedures, which are in accordance with applicable laws are provided to assist employees in reporting work-related injury or illness to ensure compliance with state regulations and Crunch Care policy

***In order to ensure safety, the Company asks all employees to follow the guidelines listed below:***

1. Before starting employment and beginning each new client assignment, study your job and any possible hazards. If you are uncertain as to the safest way of doing the job, ask your supervisor to clarify any safety procedures before you begin.
2. When working, all Crunch Care employees **must** wear required safety equipment and observe all posted rules and regulations. The Company will supply safety equipment whenever it is needed. Notify your Supervisor immediately if you do not have the proper safety equipment needed to do your job.
3. Inform your Supervisor as soon as you think you need medical attention due to injury or illness on the job. The supervisor will provide you with a list of available doctors and medical facilities in the area.
4. All employees are required to report any defective equipment or possible hazardous conditions to your Supervisor as soon as they are identified.
5. Employees are required to review the Company's Injury and Illness Prevention Program (IIPP) and be familiar with its contents when hired and each year on an annual basis.
6. It is Crunch Care's desire that you feel free to make any safety suggestions that will help to better protect our clients and staff.

**What to do if there is an injury at work**

**The Employee's Responsibilities**

1. Report all injuries / illnesses to your Supervisor the same business day the injury occurs. It does not matter if you think the injury is small / trivial / or does not mean

anything, *all workplace injuries and illnesses must be reported*. Failure to report an on-the-job injury in a timely manner could result in the incident being rejected as a claim by our insurance company.

2. Seek Medical Treatment

a. ***If the injury is an emergency***, call 911 or to go the closest emergency room possible, immediately. Inform your Supervisor you are receiving care for a workplace injury as soon as you are able to make contact with them.

b. ***If the injury requires medical attention, but is not an emergency***, contact your Supervisor to report the incident and they will give you the name and location of an approved provider.

**Note:** The employee may see their personal physician if they have completed a physician pre-designation form and it is on file with the Human Resources department prior to the injury. Notify Human Resources as soon as you want to pre-designate a physician and you will receive the appropriate form.

3. Any employee involved in an on-the-job accident, whether or not it resulted in injury, must submit to a post accident drug test within 24-hours of the incident being reported. Failure to submit to a drug test within the 24-hour time frame is grounds for termination. Once an accident is reported your Supervisor will instruct you where the drug test will be administered.

4. Complete necessary forms. Once your injury is reported your Supervisor will send you a copy of the Employee Injury Reporting Form. Complete this form and return to your Supervisor immediately.

5. In some cases, the Claims Administrator may conduct an investigation into the incident — a process that may cause a delay with you receiving your benefit compensation. You should receive a notice from the Claims Administrator shortly after the injury report is filed. It's important provide updates about your injury and care to your Supervisor and Human Resources, in addition to the Claims Administrator, to prevent unnecessary delays in resolving your case.

6. If possible, you'll be assigned a modified or light-duty work assignment while you are recovering from a work-related illness or injury. Such assignments will be temporary in nature

and will be monitored by your Supervisor and Human Resources. You are responsible for adhering to any job restrictions defined by your treating physician.

7. ***Record time off work due to work-related injury or illness.*** Inform your Supervisor and Human Resources if you are off work due to the injury or illness. If you are off work for any period of time, you must keep your supervisor and Human Resources informed of your progress and provide them periodic updates from your physician concerning your recovery. You are also responsible to record the time you were absent from work as a result of your injury or treatment on your timecard.

### **The Supervisor's Responsibilities**

1. ***Notify Human Resources and Stacie within 24 hours of being notified of the injury.***
2. Once the immediate medical needs of the employee have been taken care of, complete the Supervisor's Work Related Accident / Illness form.
3. Send a copy of the Supervisor's Work Related Accident / Illness form along with the Employee Injury Reporting form (DWC 1) to the employee so they can complete questions 1-9, sign the document and return to their Supervisor.
4. Once all forms have been received, the Supervisor is responsible to review the information for accuracy and completion before submitting the documents to Human Resources.
5. ***If the employee should lose time from work due to the incident, follow the required time-reporting procedures.***
  - a. If the employee requires medical attention on the date of the injury, the employee is paid for their full day's work regardless of the number of hours worked.
  - b. Absences due to the industrial injury are only allowed with a doctor's note. Periodic doctor visits or physical therapy visits are deducted from the employee's sick leave balance. The employee should make every effort to schedule these appointments around their work hours.
  - c. Notify Human Resources when the employee begins to lose time due to the industrial injury.
  - d. Maintain contact with the employee on a weekly basis to receive updates.
6. ***If the employee missed any work, notify the Workers' Compensation Manager when the employee returns to work.***

a. Before an employee can return to work they must provide a written 'Return to Work Release' from the treating physician. Copies of these documents should be forwarded to Human Resources.

7. **Before an employee can return to work they must provide a written 'Return to Work Release' from the treating physician.** Copies of these documents should be forwarded to Human Resources.

8. ***A physician can release the employee to modified or restricted work duties*** i.e., lifting restrictions, restricted work hours, restricted movement, etc. while they recover from the injury or illness if there is a position available for the employee. It is the Supervisor's responsibility to ensure the employee released to modified work is working within their job restrictions and positions available within the company. An employee on modified work should not be assigned to a higher classification position as part of their modified work assignment.

9. Before the employee can return to work on modified duty, a meeting will be arranged between the employee and their immediate supervisor, to review work restrictions, determine the feasibility of modifications to their work duties and ensure that any modified duties are consistent with the work restrictions. It is recommended that the immediate supervisor consult with Human Resources regarding any questions or clarifications needed about accommodating work restrictions.

10. Ensure that the employee released to modified work is working within their job restrictions. The modified work should not be at a higher classification.

11. Human Resources will keep in contact with the treating physician to be in compliance with doctor's orders and to provide feedback on the employee's progress towards recovery.

