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This program is written to assist employees with steps necessary for post-injury management and follow-up. The actions expected from employees are categorized by the following levels. It is your responsibility to become familiar with the levels and the responsibilities associated with those levels, and how they pertain to you in conjunction with your employment at L.D. Docsa.

RESPONSIBILITIES

Level 1: This level will pertain to all employees, as this is the first stage in the process to begin helping the injured. *(Tradesmen, laborers, subcontractors, vendors, delivery drivers, etc. Anyone other than the on-site lead manager.)*

Level 2: This level involves the on-site lead manager. *(Site superintendent, foreman, or anyone designated as the lead manager at the time the accident occurs.)*

Level 3: This level involves the appointed Safety Manager and General Superintendent

Level 4: This level involves office staff and corporate management.

Level 5: This level reverts back to Level 1 and engages the entire work-force.



INJURY OCCURANCE
Level 1



NOTIFICATIONS/TRANSPORTING
Level 2



REPORTING/ASSISTING
Level 3



FOLLOW-UP
Level 4



ASSESSMENT
Level 5

5-STEP PROCESS

Timely injury reporting is key to the success of injury management and recovery. By following the proper steps in reporting and follow-up, assures the necessary medical care is being assessed, the proper claims are being filed, as well as allowing others on site to take the necessary steps to prevent duplicate injuries.

INJURY OCCURANCE ■■

Level 1 Team is there to evaluate and assess the injury and advise **Level 2 Team** that an accident has occurred and an employee is injured. **Level 1 Team** acts as the first point-of-contact with the injured employee and is responsible for immediate first aide through the employees statement of injury if able.

Actions:

- **Level 1 Team** providing immediate first aide to injured while the on-site superintendent/manager is notified by the **Level 1 Team**.
- **Level 2 Team** to discuss options with employee based on severity of injury.

NOTIFICATIONS/TRANSPORTING ■■

Based on urgency of injury, **Level 2 Team** will notify 9-1-1 if necessary. **Level 2 Team** will also be responsible for notifying the **Level 3 Team** that an injury has occurred, as well as making the appropriate arrangements for the injured to obtain medical assistance. If the emergency allows, it should be noted **Bronson Pro Health** should be the first choice in medical facilities.

Actions:

- Contact Level 3 team
- **Level 2 Team** to arrange transportation for medical assistance – either by ambulance or arranging for another on-site L.D. Docsa employee to transport the injured to the nearest medical facility.

REPORTING/ASSISTING ■■■■

At this point, the injured should be on their way for medical attention. The **Level 2 team** can complete the accident report on site and send via email to the **Level 3** for review and accuracy. **Level 3 Team** will complete, or may add to (if necessary) based on further investigation and discussions with the injured, for final submission to **Level 4 Team**. When arriving at the medical facility, you must indicate that the injury happened on the jobsite and it is a **WORK COMP** claim to eliminate any charges against your personal health insurance.

If you are injured on the job, it is a WORK COMP claim.

To better assess and assist, a member from the **Level 3 Team** is required to meet the injured at the hospital to further document the injury, as well as find out what the medical team is recommending as far as treatment and recovery, and determine the recommended next steps for the injured. During this time, the **Level 4 Team** shall be kept updated on the expected outcome of the injured.

Reporting to Work Comp carrier will be completed by **Level 4 Team**. This will involve discussions with all parties involved in the incident from the **Level 1 Team** through the **Level 3 Team**, as well as a representative from the Work Comp carrier.

Actions:

- **Level 2 team** to complete accident report
- **Level 3 Team** to meet injured employee at medical facility
- **Level 3 Team** to document and obtain employee statement of injury
- **Level 3 Team** to notify **Level 4 team** that an injury has occurred.
- **Level 4 Team** to report incident to Work Comp

FOLLOW-UP ■■■

Based on recommendations from medical staff, a return to work plan will be developed between the **Level 4 Team** and employee. The **Level 4 Team** will be

responsible for direct contact with the employee throughout their recovery process.

Actions:

- Injured employee is required to advise **Level 4 Team** of all medical appointments and requirements for full recovery.
- **Level 4 Team** is to keep in touch with injured employee throughout recovery process and provide assistance as necessary for recovery.

ASSESSMENT ■■■■

A full investigation by the **Level 3 Team** will be completed to determine the avoid-ability of the incident as well as review safety procedures. In an attempt to remove the element of a duplicate injury occurrence, a revised work flow may be put in place by the **Level 3 Team**, and must be enforced by the **Level 2 Team**, and adhered to by all site workers. **The safety of L.D. Docsa jobsites is of the upmost importance.** At every level, it is necessary for all employees to be able to work in a safe environment.

Actions:

- **Level 3 Team** to review accident events
- **Level 2** and **3 Teams** to review work safe procedures
- **Level 3 Team** to review work flow procedures

ACCIDENT REPORT | EMPLOYEE STATEMENT OF INJURY

It is important the Accident Report be completed on a timely basis and be as detailed as possible on the events leading up to the accident, as well as the accident that occurred. An example of the information required on completing the Accident Investigation Report is shown in Exhibit A.

As noted in the above procedures and **Employee Statement of Injury** is also a key element in the documentation process and eliminates the “hear-say” as the

information is relayed throughout the process. This information can be submitted via email, text, or in person, and must be delivered to the [Level 4 team](#).

REPORT-ABILITY OPTIONS

When injuries happen on the job, there are two ways to file a claim with the insurance company, these are: **work comp claim and a report only claim**. The difference is much like using the analogy of car repairs resulting from an accident or “act-of-God”. If minor repairs are needed, it may make financial sense to pay for the repairs out of pocket as not to risk an increase in premium by filing a claim against your auto insurance.

Fact:
**REPORT ONLY claims can turn into
WORK COMP claims**

Many discussions will happen between all levels of responsibility to determine how the claim will be filed. Again, these discussions will determine the difference between filing a work comp claim or a report only claim. At no time will the employee be personally responsible for a jobsite related injury. An example of some report only claims include; eye wash, stitches, bruise, etc. The way the claim is filed will have NO influence on the necessary proper medical care for a full recovery.

In the event a report only claim is filed, and the injury is far more serious than foreseen and it becomes necessary to file a full workman’s compensation claim, unlike your auto insurance, our insurance policy allows the company to turn a report only claim into a full Workman’s Compensation claim, with no penalties or interruption in care.

RETURN-TO-WORK PLAN

Our company's workers compensation program has several goals:

1. To provide employees with access to quality medical care for work-related injuries
2. To support the employee from the time of the injury until his/her full recovery.
3. To assist with the employee's recovery through the use of transitional duty and return injured employees to fully duty as soon as medically feasible.

Transitional/Light Duty

Work Examples:

- Fire Watch
- Administrative
- Housekeeping
- Deliveries

The **Level 3 Team** will be responsible for creating Return-To-Work plan. Open communication between the employee, L.D. Docsa, workman's compensation coordinator, as well the medical recommendations will all play a part in creating this individualized plan. The plan will include performance targets and goals that must be met by the employee, in accordance with medical recommendations. L.D. Docsa will make every reasonable effort to find temporary work within the restrictions specified by the medical experts. Your temporary position may be within your regular position by modifying your regular job, or placing you in an alternate assignment within the company. L.D. Docsa will continue to keep the transitional duty program progressive in accordance with medical restrictions.

RESPONSIBILITIES

EMPLOYER

As an employer, L.D. Docsa will:

- Assess all safety issues surrounding the accident as to prevent future accidents of the same nature
- Revise work plans accordingly to further promote safe work practices

- Fully investigate and document the incident, and provide the necessary health care for recovery with full cooperation with our workmen's compensation carrier
- Create an individualized return-to-work plan for the injured employee, at a pace set forth by medical experts

EMPLOYEE

As an employee, you're responsibilities include:

- Report any and all jobsite injuries, regardless of the apparent immediate seriousness
- Be responsible and adhere to the medical restrictions, both in the work environment as well as outside the work environment set forth by the medical experts.
- If a workman's compensation claim has been filed, it is the responsibility of the employee to file all the appropriate paperwork received from the medical facility as requested by the workman's compensation coordinator
- Ask questions! If you are unsure of anything during the entire process, reach out to the Human Resources department for clarification and assistance! They are there to help.



PLAN SUCCESS OBJECTIVES

The plan success objectives of post-injury management by practicing the above policies and procedures is to provide employees with:

- Immediate, quality medical attention
- Timely processing of medical bills and workers compensation benefits
- Progressive return-to-work programs that allows injured employees to work
- Eliminate unnecessary risks to employees by reevaluating and revisiting safe work practices

EXHIBIT A

ACCIDENT INVESTIGATION REPORT



It is important this accident report be completed on a timely basis to ensure accuracy when filing a claim with the Workers Compensation carrier, if necessary. All information on this document will be kept confidential and only shared with the appropriate parties when necessary.

Project: _____
Project Number: _____
Project Location: _____

Name of injured/deceased:	_____	Trade:	_____
Type of Accident:	_____	Source of Injury	_____
Work Operation:	_____	Part of Body:	_____
Nature of injury:	_____	Date and Time of Occurrence:	_____

Exact Location of Occurrence: _____
Witness to Conditions Prior: _____
Eyewitness to Occurrence: _____
Witness to Conditions After: _____

How Did The Accident Occur:

What Action Was Taken Or Will be Taken:

Name of person(s) completing accident report: _____
Title of person(s) completing accident report: _____
Date report completed: _____

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