



SECTION III

J & B Acoustical, Inc Reporting Workplace Injuries

Purpose: To protect employees and the company by reporting workplace injuries in a timely fashion.

Scope: This policy applies to all work-related injuries and illnesses affecting J & B Acoustical Inc., employees (full, part-time & temporary).

Procedure:

1. The first priority is obtaining or providing the proper medical attention for the injured employee.
2. The injured employee is required to be drug and alcohol tested at the medical facility where he is being treated.
3. The injured employee must notify their Supervisor immediately of any and all workplace injuries.
4. If the injured employee is unable to notify their Supervisor because of the injury, another employee or member of the first aid team must make the notification.
5. Once the employee has received the proper medical treatment or has been taken to an outside treatment center, the injured employee or Supervisor must complete the company Accident Investigation Form (#F001) and Accident Analysis (DFSP-1).
6. The Supervisor must sign off on the completed Form, and then submit it to the Human Resources Manager.
7. The HR Manager will review it for completeness and sign off at the bottom.
8. The Accident Investigation Form will be sent to the H/R Manager for review and signature.
9. The HR Manager will then complete the First Report of Injury (FROI) form using information from the accident investigation form, the injured employee, the Supervisor, or other sources as needed.



10. Next, the HR Manager will call in or fax the completed First Report to Injury to the MCO within one business day of the injury.
11. The HR Manager will verify submission of the claim to the Bureau of Workers Compensation by receiving a case number from the MCO, TPA or the BWC within 48 hours.
12. If a case number is not received within 48 hours following submission of the claim to the MCO, the MCO should be contacted immediately.
13. A copy of the completed Accident Investigation Form and First Report of Injury will be filed in the Human Resources Manager's office.
14. The Human Resources Manager is responsible for following up on the progress of the injured employee and also the status of any corrective actions needed as a result of the accident investigation.

Date: _____

Signature: _____