

E420 - Work-Related Injuries

Policy:

The Company is committed to maintaining a work environment which promotes the health, welfare and safety of its employees. Of utmost importance is the prevention of accidents and injuries to employees and others. When accidents and injuries do occur, the following procedure should be followed to minimize both the health risk of the employee and cost to the company.

Procedure:

All injuries, even minor ones, **MUST** be reported to the employee's immediate supervisor and a detailed report submitted to Human Resources. At that time the occurrence will be documented, and the employee will be referred to a nearby medical facility if necessary. All back injuries should be examined by a physician. It is the **employees' responsibility** to also request a drug screen at the time of treatment.

In cases of life-threatening injuries or illness, call 911 or have the employee rushed to the nearest hospital. Contact Human Resources when the employee is under the care of a physician.

It is the responsibility of the Supervisor to complete an Incident Investigation Report and submit to the Human Resources Department immediately.

After receiving medical attention, the employee should notify Human Resources and/or his/her supervisor of his medical condition and work status, i.e., full duty, light duty, etc., according to the physician.

The company is willing to accommodate all light duty requirements. While an employee is on light duty, they are not permitted to drive a company vehicle to and from light duty. The company vehicle must be parked at the shop while they are on light duty and they must drive their own personal vehicle. We do not reimburse employees for gas while they are on light duty. Please have the physician's office fax all information regarding the injury and work status to Human Resources at 301-548-7034.

The employee must keep the Company Human Resources Department and their manager/supervisor informed of his/her medical status until a release to light or full duty is obtained from his/her physician.

All employees who have medical, dental, vision or voluntary life coverage will be responsible for paying weekly insurance premiums while out on workmen's

compensation disability. Please contact Human Resources to get your weekly insurance premium amount. Payments need to be kept current on a weekly basis to ensure there is no lapse in coverage. Checks should be made payable to: Bryant Group, Inc. 7891 Beechcraft Avenue Gaithersburg, Maryland 20879 ATTN: Human Resources