



Injury Reporting



2024

Goals:



- Understanding the following:
 - What is considered a workplace injury
 - Resources available to employee and manager
 - When to notify Human Resources
 - What steps to take when an injury occurs
 - Process once an injury submission is received
 - How employees receive payment
 - When an employee can return to work, accommodations, etc.
- Consistency in the process among all divisions

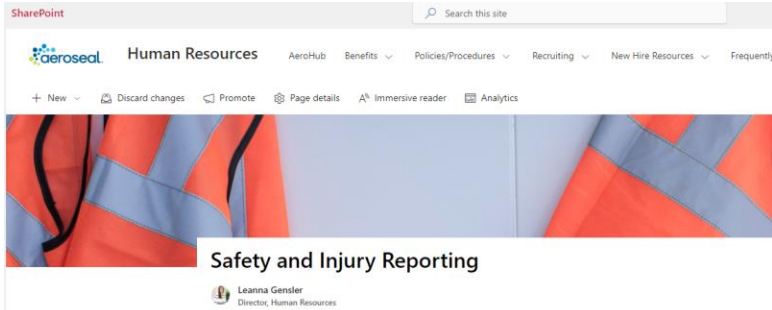
What is considered a workplace injury?

- A workplace injury is an event that happens during work duties that either causes a new injury/illness or makes an existing condition worse.
- May include wounds, illness, or conditions one suffers during scope of employment
 - Could be due to work activity, exposure to harmful materials, or faulty equipment



It does NOT need to occur at a Aeroseal headquarters facility. This could happen at any location while on work duty.

Resources



[Safety and Injury Reporting \(sharepoint.com\)](https://sharepoint.com)

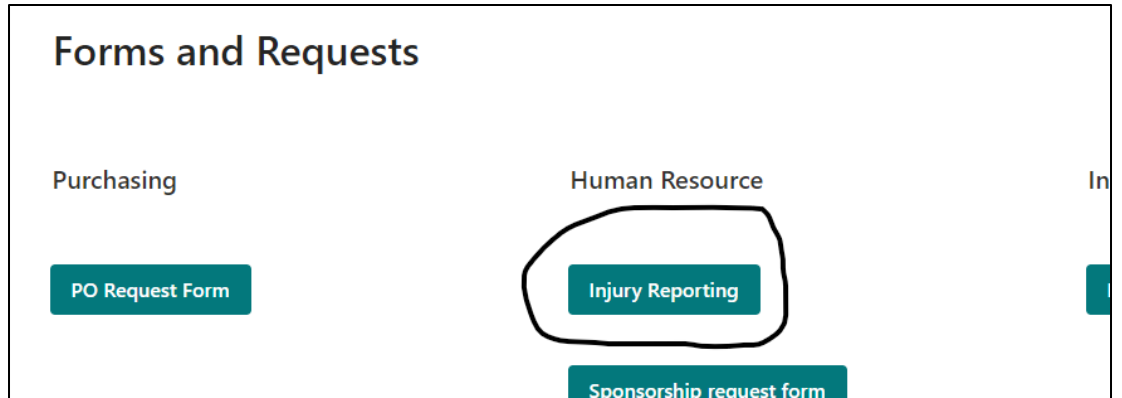
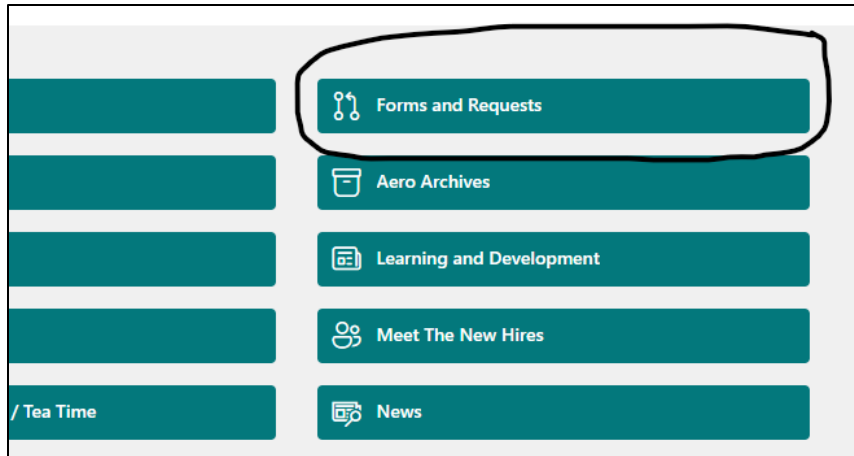
Employee Handbook

SAFETY

In the event an employee becomes injured or witnesses an injury during working hours, he/she must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by supervisor, manager or designee.

In the instance of an injury at work, the employee (or a witness) must immediately report it to the nearest available supervisor or manager and complete an incident report.

SharePoint



When should you notify HR?



IMMEDIATELY

!!!!!!

When an injury occurs,
notify Human Resources
immediately.

This is essential to ensure
employees receive
support quickly.

What steps to take when an injury occurs

Assess employee for severity of injury. If there is doubt, employee should be examined.



Notification: employee's manager and HR should be aware of all employee injuries no matter how minor. Once immediate and urgent needs are cared for towards the employee, notify manager and HR.



Injured employee should seek treatment from medical facility if necessary. Provide medical provider Aeroseal Worker's Comp Policy Number.



Complete incident report form FOR ALL INJURIES (employee or employee's manager)



Injury Report

It is pertinent to complete the below information as soon as possible after an incident occurs. Employees shall use this form to report ALL work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This helps Aeroseal identify and correct hazards before they cause serious injuries. This form shall be completed by the injured employee and/or employee's manager as soon as possible and provided to Human Resources. If unsure of some questions and/or treatment has not yet been provided, please complete as thoroughly as possible.

Hi Michelle Newman, when you submit this form, the owner will see your name and email address michelle.newman@aeroseal.com

Who do you Classify as? *

Your Name

Job Title *

Are you the Victim? *

Yes

Time Employee Began Work

Date & Time of Event *

Name of the Victim.

Location of Event

Was Employee treated in an Emergency Room (Y/N) *

Yes

Was Employee hospitalized overnight as an in-patient (Y/N) *

Yes

Health Care Provider

Health Care Provider Facility Address

What was the injury or illness?

What was the employee doing just before the incident occurred?



What Happened? Tell us how the injury occurred.

What was the injury or illness? Tell us the part of the body that was affected and how it was affected.

Was employee wearing PPE at the time of incident? If so, please detail the PPE worn. If no PPE worn, please explain what should have been worn at the time of incident.

What object or substance directly harmed the employee?

If the employee died, when did death occur? Date & Time of death

Submit

What happens next?

- Once HR receives the Injury Report, HR will submit a claim to Worker's Compensation
- Once Claim Number is received, HR can provide it to the employee
Employee should mention to all medical providers that injury is workers compensation related and provide the claim number to prevent delays in processing!
- Employee will work with manager, Human Resources, and Worker's Compensation on time out.



Employees

Payment and What They Can Expect



- Employees will be paid for the entire day the injury occurred.
- Any time missed after date of injury is unpaid. Worker's compensation will work with employee on payment for time lost due to injury. No STD paperwork is needed as lost compensation will be reimbursed by Worker's Compensation
- Employee can expect a Medical Reimbursement document from Human Resources to keep insurance active while they are not working due to injury/illness. They will continue to be responsible for their portion of the insurance premium while on leave.
- When employee is ready to return to work, employee will need to submit a return-to-work notice from their doctor/medical provider, that includes any accommodations if necessary

Return to work: Accommodations, etc.:



An employee can return to work once cleared by a physician/medical provider

Any return-to-work form must be submitted to Human Resources with accommodations prior to returning. If there are any accommodations listed, Human Resources will work with the manager and Worker's Compensation to confirm we can accommodate, and coordinate return to work date.

It is the Manager's responsibility to make sure all accommodations are met and continued to be followed until which time a physician has released the employee back to full duty.

Questions

