

Millard Refrigerated Services

Work-Related Injuries

Training Outline - JULY

Meeting Objectives

To help you understand the proper procedures to follow for reporting work-related injuries. This procedure is important so that employees receive proper benefits under our workers' compensation program.

Suggested Materials to Have on Hand:

- 1st Report of Injury
- Worker's Compensation Investigation Report Form
- Work Status Report
- List of recommended treating Physicians and Hospitals

Reporting Work Injuries

The most important step in treating a work injury is to receive prompt treatment from a qualified occupational physician. To be able to assess whether treatment is necessary for a work injury, it must be reported immediately to a supervisor or other authorized employee (You need to discuss this process in detail.) **Failure to report a work injury at the time it occurs may result in a disciplinary action, regardless of the state rules for reporting injuries.**

Millard has set up a clinic to treat our work injuries (discuss this clinic and where it is located. Also, discuss who the doctor is at the clinic.). These clinics have been chosen because the doctors are familiar with treating work injuries, such as those that may occur in our warehouse. In many cases, the doctor(s) have visited the warehouse and understands our operations. Depending on state law, employees may be required to go to a doctor designated by Millard. (Discuss the law for your state. If your state allows the employee to choose a physician, you should explain why he/she may still want to go to the Company doctor.

Failure to follow these rules may result in the denial of payment of benefits. If the employee has any questions concerning workers' compensation laws in your state, they can either call the Risk Management Department or contact the state workers' compensation agency. (Tell the employee to contact Corporate first.)

Managed Care Organizations

In certain states, such as Kentucky and Ohio, Millard contracts with a Managed Care Organization to provide medical case management

First Report of Injury

Once the designated person at the warehouse reports a worker's injury the workers' compensation carrier, a First Report of Injury form is generated by the worker's compensation insurance carrier and submitted to the state. Therefore, it is imperative that all questions that are asked during the reporting call are answered correctly.

Investigation Report

An initial Investigation Report must be started immediately after the accident occurred. The investigator must document statements from all persons involved in the accident and from witnesses. If the accident involves a serious work-related injury then the General Manager and/or Operation's Manager and/or by the HR Manager will conduct the comprehensive investigation and develop the official accident report to be submitted to Corporate. This investigation report will be used to determine the contributing factors and to develop/implement corrective actions that will omit similar hazards to prevent reoccurrence. The report will be used at the monthly safety meetings to discuss the safety hazards. (Review the Workers' Compensation accident investigation report to show what kind of information will be asked of the employee).

Drug Testing

A drug screen will be performed for all accidents involving a work injury, near miss or property damage such as hitting a dock or freezer door. (You need to make sure all supervisors understand the policy on drug screens and make sure that when an employee goes to a doctor, that the doctor performs a drug screen.) **(Be sure that you are consistently enforcing this requirement.)**

Return to Work Program

Millard has a modified duty return-to-work program in place at every warehouse. If any employee is involved in an injury that results in restricted duty, treatment will be coordinated between the treating doctor, Risk Management Department, and the Plant/General Manager.

The employee is required to have the doctor complete a work status report for each visit in order to identify any work restrictions. Tell the employee to let you know what the doctor is telling him about his injury. It is very important that the employee keep in touch with you periodically during his rehabilitation period. **The employee must bring a copy of the work status report to the warehouse following every doctor visit. Failure to do so may result in disciplinary action.** Every attempt to accommodate a work restriction will be made that allows the employee to come back into the warehouse, even if it restricts lifting.

Any time an employee is released by the treating physician with light duty restrictions and the plant is unable to accommodate the employee's restrictions or can accommodate them only part time, it is the responsibility of the Plant Manager to notify the Risk Management Department.

The following are some of the activities that can be performed on a modified duty basis.

1. Modified duty of original job
 - Handling lighter boxes
 - Operating a sit down forklift instead of a standup
 - Operating a forklift instead of throwing boxes
 - Acting as a checker
2. Maintenance
 - Cleanup/sanitation outside or inside the facility, in the freezer, cooler, motor room or shop areas
 - Painting inside or outside the facility
 - Food safety sanitation or pest control programs
3. Updating the HAZCOM Program
 - MSDS Inventory list
 - Hazardous chemical inventory
 - Verify MSDS'
4. Office work if available.