

Elander Mechanical, Inc.

Employee Handout

SECTION 1

Elander Mechanical, Inc.

I have read and understand the attached Company Safety Policy and its corresponding safety rules. I understand that the final responsibility for safety rests with the individual employee and that I am responsible and accountable to follow all safety precautions and rules to protect my fellow co-workers and myself. I further understand that the violations of these rules or the act of not wearing any required personal protective equipment while working could result in disciplinary action being taken up to and including termination of my employment with the Company.

Employee Signature

___ / ___ / ___
Date Signed

Employee Name (print)

Witness Signature

___ / ___ / ___
Date Signed

Witness Name (print)

Elander Mechanical, Inc.

Safety, Health and Loss Prevention Program Policy Statement

Elander Mechanical, Inc. is committed to provide our employees a safe and healthful working environment and to the elimination of loss leading to the conservation of human and corporate resource. This policy mandates a corporate wide Safety, Health and Loss Prevention Program with the goal of providing a work environment free from recognized hazards.

The Safety Health and Loss Prevention Program has the following objectives:

1. To preserve Elander Mechanical, Inc.'s most important asset, its Employees, by reducing or even eliminating the risk of injury and illness.
2. To minimize or even eliminate property, equipment, and product damage.
3. To comply with all federal, state, and local safety and health regulations.

The following directives are established to achieve the Safety, Health and Loss Prevention Program objectives:

1. All levels of Management will work to provide an environment free from recognized hazards in a joint effort with all Employees.
2. Elander Mechanical, Inc. will provide and properly maintain all equipment needed and used in providing services and products.
3. All levels of Management will follow all policies and procedures when training Employees to perform their job tasks. All Employees are expected to perform job tasks as trained, and to bring to the attention of their Immediate Supervisor when not job task trained.
4. All Employees will abide by all federal, state, and local safety and health regulations governing our industry and those standards established by the Company.
5. All Employees will respect the persons and property of owners, customers and the general public in the conduct of Elander Mechanical, Inc. business.
6. All Employees will follow all work policies, procedures, and regulations.
7. All Employees will communicate to their Immediate Supervisor any conditions that are inconsistent with Elander Mechanical, Inc.'s Safety, Health and Loss Prevention Program.

All Employees are accountable for the implementation of the Program. All Employees are expected to notify their Immediate Supervisor according to standard procedures on any conditions or procedures that may result in personal injury or illness to themselves, their fellow employees, their fellow co-workers, the general public or in damage to property.

Thomas Elander, President Signature: _____

Elander Mechanical, Inc.

Safety, Health, and Loss Prevention Program

Introduction

State and federal law, as well as company policy, make the Safety and Health of our Employees the first consideration in operating our business. At Elander Mechanical, Inc. Safety and Health is part of every operation, and is part of every Employee's responsibility at all levels. It is the intent of Elander Mechanical, Inc. to comply with all laws concerning the operation of the business and the Health and Safety of our Employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No Employee is required to work at a job known to be unsafe or dangerous to his or her health. Employee's cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your Immediate Supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a Safety violation in good faith.

Safety First Priority

The personal Safety and Health of each Employee of Elander Mechanical, Inc. is of primary importance. Prevention of occupational-induced injuries and illnesses is of such consequence that Employees are to notify their Immediate Supervisor before performing the work task that is considered dangerous, a violation of a regulatory standard, or may likely result in an injury. Elander Mechanical, Inc. will make every effort to provide mechanical and physical protection required for personal Safety and Health. Employees must bear primary responsibility for working safely, performing their work as trained and informing their Immediate Supervisor of defective mechanical equipment and lack of physical protection. A little caution and keeping your mind on the task at hand can prevent a lot of accidents from happening.

Individual Cooperation Necessary

Elander Mechanical, Inc. maintains a Safety and Health Program conforming to the industry practices of our field. To be successful, such a Program must embody proper attitudes towards injury and illness prevention on the part of all levels of management and all Employees. It requires the cooperation in all Safety, Health and production matters, not only of the Employer and Employee, but between the Employee, and all co-workers. The Employee work practices may very well impact the general public doing business with the company.

Therefore it is the policy of Elander Mechanical, Inc. that all Employees protect the general public from hazards on our property or services rendered on the customers premise. This is effectively done by following the procedures, work practices, and hazard recognition identified in the Company's Safety, Health, and Loss Prevention Program.

Only through such a cooperative effort can a Safety, Health, and Loss Prevention Program be established and preserved: it is in the best interest of all. Safety is no accident; think safety, report hazard conditions, perform the job as trained, and the job will be safer.

Responsible Safety Coordinator

The corporate management person who is responsible for Elander Mechanical, Inc.'s Safety Program is *Steve Walker*. This person has sufficient authority to implement the Program. In addition to other titles, this person is called the Responsible Safety Coordinator. At Elander Mechanical, Inc., the Supervisor is the Company's on-site coordinator of the Program.

Communication

Elander Mechanical, Inc. will communicate to Employees our commitment to Safety and to make sure that Employees are familiar with the elements of the Safety Program. Elander Mechanical, Inc. communicates with its Employees verbally through the Safety Coordinator by directions and statements, written directives, this manual, and by example. If you see a fellow Employee do something unsafe, please, constructively tell that person. We sometimes forget actions speak louder than words.

Each new Employee will be given a New Hire Safety Orientation and a copy of the Company's Safety, Health, and Loss Prevention Program. Employees will receive periodic training, and, wherever possible, make available self study training videos and other aids for use.

The Supervisor on the job-site will outline conditions pertaining to each task:

- A. Work and Safety rule
- B. Specific hazard inherent to the position
- C. Job skills necessary to perform the task
- D. How to respond in case of an emergency
- E. Establish an acceptable level of effort or output for the position
- F. Define in the clearest possible terms what is considered to be a proper job performance incorporating the Company's Safety, Health, and Loss Prevention Program.

Elander Mechanical, Inc.

General Safety Rules

WORK SAFETY

1. Work Safely! If you don't know the proper way, stop and find out by asking your Supervisor.
2. If you see an Employee working in a careless manner, which is likely to cause injury to him/herself, or someone else, please warn this person about the dangerous situation. If it continues, inform your Supervisor.
3. If you see an Employee using equipment improperly that would cause equipment failure, product damage or whose action constitute equipment abuse, remind the individual about the proper method of operation. If it continues, inform your Supervisor.
4. When objects are too heavy or too bulky to handle for one person, ask for help or offer your help to lift or to push the objects. Always try to use any mechanical equipment such as two wheelers and/or hoists to assist in any lifts or moving objects.
5. Always inspect all tools and/or equipment before each and every use and use only well maintained tools and/or equipment while performing the job.
6. Always keep your mind on the task at hand, stay focused and “Think Safety”! If you feel you or any of your co-workers is not up to the task at hand, tell your Supervisor.

INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH

1. Potable water must be provided at all sites in approved closed containers with disposable cups.
2. Adequate lighting must be assured in all work and egress areas.
3. Toilets must be provided as required for the number of workers, with self-closing doors, latch, and toilet paper.
4. During the winter months (November – March), adequate shelter and heated toilets must be provided to all workers exposed to the cold environment.
5. First aid kits must be provided at each job site, and if a medical facility is not readily accessible, a person with a valid First Aid Certificate must be present.

HOUSEKEEPING

1. Good housekeeping and clean-ups are essential in accident and fire prevention and should be part of the daily routine. All Employees are responsible for maintaining clean work areas and are required to perform a daily clean up.
2. Hoses, cords, materials and equipment must be kept out of main passageways and stairways to minimize slipping and tripping hazards and to assure the safe passage of all workers in case of an emergency evacuation.
3. All excess materials must be stacked with due regard to safety and allowance made for easy access.
4. Whenever materials are dropped more than 20' to the next level, an enclosed chute must be used.
5. Protruding objects such as rebar, electrical conduits or marking stakes must be properly capped or otherwise guarded to protect workers from the impalement hazard.
6. All protruding nails in lumber must be pulled out or bent over.
7. Spills of oil, grease, or bulk cement must be removed immediately.
8. Areas around saws or other wood working equipment must be kept clean and free of excess scrap, chips, and sawdust.
9. Paper drinking cups, lunch debris and trash must be placed in trash barrels for removal from the area.
10. Remember, a clean job is a safer job.

DRUGS & ALCOHOL

1. No employee may consume alcohol or illegal drugs during working hours.
2. No employee may report to work under the influence of alcohol or drugs.
3. No employee may bring onto Elander Mechanical, Inc.'s property any alcohol, drugs or drug paraphernalia. Prescription drugs are allowable with a statement from your physician; however, drugs that may impair an employee's ability or affect another employee's safety will be evaluated case by case for possible job reassignment.
4. The selling of drugs or drug paraphernalia or any related transaction during work hours and/or on Company premises will be cause for immediate dismissal

CONDUCT

1. Never distract the attention of another worker; you may cause an injury.
2. Horseplay, throwing objects, scuffling, and fooling around are very dangerous and will not be tolerated.
3. Do not remove any item, regardless of value, from the company premise without the approval of your Supervisor
4. Firearms or weapons are not allowed on company premises or any of Elander Mechanical, Inc.'s worksites.

INJURIES

1. Report all injuries, accidents or near misses to your Supervisor immediately. Fill out an Occupational Injury / Illness Investigation Report form (found in Section 5 of this document) as soon as possible following the injury or accident.

MN EMPLOYEE RIGHT-TO-KNOW

When working with chemicals and hazardous substances, it is the Employee's right to know what he or she is working with and how those products can affect the employee's life and health. It is the employer's responsibility to educate the employee and provide the information necessary for the employee to educate him or herself. Specific information on Elander Mechanical, Inc.'s MN Employee Right-To-Know Requirements is found in the Appendix Binder under Tab A.

ASBESTOS AND LEAD

1. Elander Mechanical, Inc. has a "**Zero Exposure Policy**" when it comes to working with and/or around Asbestos and/or Lead or what seems to be Asbestos and/or Lead. If any employee finds or even suspects Asbestos and/or Lead in his/her workplace, the work must be immediately suspended and the General Contractor and/or Building Owner must be notified of the situation. Elander Mechanical, Inc. employees will then evacuate the area if exposure to the Asbestos and/or Lead is possible until the Asbestos and/or Lead is abated and written proof of the abatement has been submitted by the General Contractor and/or the Building Owner to Elander Mechanical, Inc.'s Management. At no time must any Elander Mechanical, Inc. employee disturb any form of Asbestos and/or Lead for no reason whatsoever.

PERSONAL PROTECTIVE EQUIPMENT

1. Personal Protective Equipment must be worn by all employees according to Elander Mechanical, Inc.'s Personal Protective Equipment Program found in the Appendix Binder under Tab I.

CLOTHING

1. Do not wear jewelry, loose or torn clothing which can be caught in tools and/or machinery.
2. Long hair must be tied back or otherwise contained as suggested by your Supervisor.
3. Long pants (jeans or heavy canvas) are always highly recommended and a shirt that covers the shoulders is mandatory.

FIRE PROTECTION AND PREVENTION

1. It is Elander Mechanical, Inc.'s policy to control accumulations of flammable and combustible waste material and residues so that they do not contribute to a fire emergency. Employees are responsible to keep the job-site and their immediate work area free of clutter, debris, and other items that compromise the purpose of this program.
2. Every crew must have a fire extinguisher readily available at their worksite. Know the location of the fire extinguishers in your area and how to use them. Follow the **PASS** System. **P**ull the pin – **A**im at the base of fire – **S**queeze handle – **S**weep.
3. All “NO SMOKING” signs and areas are to be obeyed.
4. Gasoline is to be used as a motor fuel only.
5. More detailed information regarding Elander Mechanical, Inc.'s Fire Protection and Prevention Program can be found in the Appendix Binder under Tab E.

COMPRESSED GAS CYLINDERS

1. All gas cylinders must have their contents clearly marked on the outside of each cylinder.
2. Cylinders must be placed on a stable surface and secured in an upright position, including storage and transfer.
3. All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space removed from the work area.
4. All operators are required to inspect equipment prior to utilization.
5. Full and empty cylinders are to be stored separately and protected from excess heat, snow, ice or physical damage.
6. MAPP torch cylinders are not to be stored inside an enclosure such as a gang box to prevent flammable gas accumulation and explosion hazards in case of a leak.

ELECTRICAL SAFETY

1. When running temporary power on a construction site, a Ground Fault Circuit Interrupter (GFCI) must be used. **Note:** An extension cord turns permanent wiring of a building into temporary power. Therefore it is best and safest work practice to always include a GFCI into any electrical circuit for worker protection.
2. Always inspect all electrical equipment on a regular basis and have a qualified person repair the damaged equipment or properly discard of it.
3. Watch out for surrounding powerlines and ones that are adjacent to the roof and/or are connected to the building. Always stay at least ten (10) feet away from live powerlines.
4. Use only molded heavy-duty construction grade electrical equipment!
5. Use only round 3-wire insulated extension cords (14 gauge or larger). The flat Romex type extension cords are prohibited.
6. Do not repair extension cords unless the repair meets the initial specifications of the cord (i.e. water proof, extreme temperatures etc.).
7. Do not run extension cords through wall, ceiling, window and/or door openings unless the cord is protected from any type of damage.
8. Task lighting must be sufficient for the task at hand and lights must be guarded.

HAND AND POWER TOOLS

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with the proper personal protective equipment necessary to protect them from the hazard. More detailed information on Elander Mechanical, Inc.'s rules and requirements on Hand and Power Tool Safety can be found in the Appendix Binder under Tab G.

All hazards involved in the use of power tools can be prevented by following five basic safety rules:

1. Keep all tools in good condition with regular maintenance.
2. Use the right tool for the job.
3. Examine each tool for damage before use.
4. Operate according to the manufacturer's instructions.
5. Provide and use the proper protective equipment.

MOTORIZED, MECHANIZED AND EARTHMOVING EQUIPMENT

1. All operators must be fully trained and if necessary certified before running any kind of equipment.
2. The operator must inspect all machinery and equipment prior to each use, and during use to make sure it is in safe operating condition.
3. All operators must wear a seat belt during operation to prevent them from falling out in case of a tip-over or rollover.
4. If equipment is left unattended, it must be properly parked with the power shut off, the controls in neutral, the parking break set and all attachments lowered to the ground. The equipment must be parked in a safe area.
5. All equipment left unattended at night adjacent to highways or construction areas must have lights, reflectors, and/or barricades to identify location of the equipment.
6. All fuel-powered equipment must be equipped with a well-maintained 5BC rated fire extinguisher.
7. Rated load capacities and recommended rules of operation must be conspicuously posted on all equipment at the operator's station and must always be obeyed.
8. All slow-moving vehicles entering public roadways must have an orange triangle attached to the back, which identifies them as slow-moving vehicles.
9. If equipment is parked or left unattended in an area where the chance of a rollaway can occur, the wheels must be properly blocked.
10. On-site re-fueling tanks must be marked to their contents, set up on a firm and non-combustible surface and must be protected from accidental collision. A 5BC rated fire extinguisher must be close-by.

FORKLIFT (POWERED INDUSTRIAL TRUCK) SAFETY

1. Only trained and certified operators must operate Elander Mechanical, Inc.'s forklifts. All training and certification must be forklift type and operation specific.
2. The forklift must be inspected before use by the operator and not be used if the inspection process reveals deficiencies that could make the forklift unsafe to operate.
3. Forklifts must only be operated in the safest manner possible. Adjust driving habits and speeds to the surroundings and the terrain and watch for bystanders and pedestrians.
4. Load charts, decals and indicators must be clearly legible from the operator seat.

5. If a forklift is left unattended, it must be properly parked with the power shut off, the controls in neutral, the parking break set and all attachments lowered to the ground. The forklift must be parked in a safe area.
6. All operators must wear a seat belt during operation if the forklift is equipped with one. If the forklift's seat belt is damaged or removed, the forklift cannot be used until seat belt is either repaired or replaced.
7. All forklifts should be equipped with a well-maintained 5BC rated fire extinguisher.
8. For additional rules and requirements on Elander Mechanical, Inc.'s Forklift Safety rules, refer to the Appendix Binder's Tab F.

VEHICLE SEAT BELTS

1. All employees operating a Company vehicle or using their personal vehicle for Company business are required to wear a Seat Belt.

BARRICADES AND HOLE COVERS

1. Excavations and openings in working surfaces must be protected with barricades or hole covers.
2. Barricades and/or signs must always be provided as warning of hazards such as overhead work, crane swing, man lift work and excavations.
3. When a hole or floor opening (2 inches in diameter or more) is created during the performance of a work activity, a cover or barricade must be installed immediately. Any hole cover must be capable of supporting at least twice the anticipated load, must be secured from movement and marked in bright fluorescent color.

FALL PROTECTION

1. All workers exposed to a fall to a lower level of six (6) feet or more must be protected from falling by a guardrail system, personal fall restraint/arrest system or a safety net system.
2. Workers exposed to fall hazards must be properly trained on recognizing and eliminating fall hazard conditions. Workers must further be trained on the proper installation or usage of the required fall protection means.
3. For more specific requirements, please refer to Elander Mechanical, Inc.'s Fall Protection Program in the Appendix Binder under Tab D.

STAIRWAYS, LADDERS AND STILTS

1. A break in elevation of 19" or more requires safe means of egress such as a step, stairs, ramp or a properly positioned ladder.
2. Stairways rising with at least 4 risers or 30" in vertical height, whichever is less; require a stair rail system on the unprotected side of the stairway with a handrail on the protected side of the stairway.
3. Use the right ladder for the job and use a ladder only for what it is designed for.
4. All ladders used must be inspected before use, well-maintained and heavy duty rated.
5. When setting up a ladder make sure it is well protected from accidental collision with pedestrians, vehicular or equipment traffic and swinging doors.
6. Access/Extension Ladder Use Safety Recommendations:
 - Must extend at least 3 feet above landing.
 - Must be secured on top and bottom.
 - At least a 3-foot area on top and bottom must be free from slipping and tripping hazards.
 - Must be pitched in 4:1 ratio.
 - Must not be set up within 6 feet of the rake or the edge of the roof.
 - One person climbing up and/or down at a time.
 - Use the 3-point rule for ascending or descending.
 - When working off an extension ladder, do not overreach and use stabilizers or rubber pads to prevent ladder from sliding.
7. Stepladder Use Safety Recommendations:
 - Must be unfolded and brackets locked in.
 - Set up on solid and level ground.
 - Very top and last rung are NO STEPS.
 - Do not sit on top of stepladder.
 - Do not straddle stepladder.
 - Do not climb or stand on the braces.
 - Do not leave tools unattended on top of a stepladder.
 - Do not lean stepladder against wall.
8. When workers wear stilts, they must be used and maintained in accordance with the manufacturer's recommendations. Labels must be adhered and legible. When stilts are used close to window/floor openings and/or other fall hazards of 6 feet or more, additional guardrails must be installed.
9. For additional information on Elander Mechanical, Inc.'s Ladder Care Requirements, refer to Appendix Binder Tab H.

MAN LIFTS

1. Employees operating any type of man lift must be properly trained in the safe use and operation of the equipment.
2. All man lifts must be operated within manufacturer's specifications and cannot be used outside their design.
3. All man lifts must be inspected prior to each use and cannot be operated if the inspection criteria are not met.
4. All mobile man lifts must be operated on solid and level surfaces to prevent a possible tip-over.
5. All stationary man lifts can only be operated on a solid and level surface and with all outriggers fully deployed.
6. When moving/driving a man lift, the operator must check all clearances, must watch for pedestrians and make sure that the travel path is free of any obstacles, overhead hazards, floor openings and/or electrical cords.
7. During operation, Employees inside the man lift must keep both feet on the platform at all times.
8. To protect Employees from falling out of the man lift, the complete guardrail system must be maintained and entry/exit openings must be closed as soon as an Employee enters the lift.
9. In addition to the complete guardrail system, Employees inside an articulating man lift must also be properly tied-off utilizing a fall restraint system.
10. To keep pedestrians and other Employees out of harms way, the area below and around the man lift must be properly marked.

EQUIPMENT REPAIRS

1. Only qualified personnel must perform any form of repairs to Elander Mechanical, Inc.'s tools, equipment and machineries.
2. Only approved solvents are to be used in cleaning parts. The use of gasoline for cleaning is prohibited. Gasoline is a motor fuel only!
3. When it becomes necessary for you to work beneath a suspended machine or part of suspended machine, it must be safely blocked or cribbed.

4. Proper Personal Protective Equipment must be worn by all employees performing repairs according to Elander Mechanical, Inc.'s Personal Protective Equipment Program.
5. Be sure all equipment and vehicles are locked out, the key out of the ignition, and controls tagged indicating to others that you are working on the machine.
6. All mobile equipment must have the wheels blocked before any work can be performed underneath and/or around the equipment.

Always give your whole-hearted support to the Safety, Health and Loss Prevention Program. Identify risk factors that can cause loss to fellow employees, equipment, and property and report them to your Supervisor.

Elander Mechanical, Inc.

New Employee Loss Prevention Orientation

Print Employee Name:	Date: / /
Print Person Doing Orientation:	Time: : a.m. / p.m.

√ Indicate a "check mark" on items discussed

SITE TOUR

- Supervisor** will tour the job-site and shop to acquaint the employee with the operations, location of first aid kit and fire extinguishers, and the site specific emergency evacuation procedures.

GENERAL SAFETY

- Provide and review Elander Mechanical, Inc.'s Safety, Health & Loss Prevention Program and Policy (AWAIR Program), Employee Rules and Procedures and explain basic safety rules and regulations in place.
- Explain the role and purpose of the "Safety and Health Loss Prevention Team" and how to give suggestions to them.
- General Safety Rules as outlined in provided AWAIR Program.
- MN Employee Right-To-Know Program high points.
- Make employee aware of all signs and postings on the site and on all tools and equipment. Explain that they are to be followed at all times.
- Covered the fundamentals of lifting: bend knees, hold object close to body, clear path, etc. Warm up and stretch! Ask for help!
- Review Return-To-Work Policy.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Hard hats are required 100% during rough-in, when outside on a jobsite and otherwise whenever there is an exposure to an overhead hazard.
- Safety glasses are required 100% during rough-in and otherwise when the activity performed (cutting, soldering etc.) warrants their use.
- High Visibility Garment (ANSI Class 2) is required 100% at all times when on the jobsite.
- Gloves must be worn by the HVAC department employees at all times and by all other employees during rough-in and otherwise when the activity performed warrants their use.
- Ear plugs and other hearing protection must be worn when exposed to noisy equipment or in a noisy environment.
- Additional equipment, such as dust masks and specialty gloves will be assigned if needed.
- Type of clothing to be worn at the job i.e. long pants, shirts that cover the shoulders, work boots and **no** loose clothing, **no** jewelry, etc.
- PPE handed out to employee: _____
- (Remind worker about replacement policy!) _____

HEAT & COLD STRESS

- Explain hazards of Heat & Cold Stress and emphasize the importance of adequate hydration not only in the summer, but also in the winter. Remind employee to dress in layers and wear proper clothing in the winter.

REPORTING PROCEDURES

- All injuries are to be reported to the Supervisor. A First Report of Injury may be filed. Accidents will be investigated by the Supervisor and the employee will be required to fill out an Employee Accident Report.
- Employee must inform Supervisor of observed work habits or physical working conditions that may produce injury, product and property damage.
- Report all "Near Misses" to Supervisor who will fill out and file a "Near Miss Notification Form" with the office.

ENFORCEMENT POLICY

- Employee's first violation - verbal warning.
- Employee's second violation - written warning w/phone call from Tom Elander.
- Employee's third violation - 2 day suspension without pay and meeting with Tom.
- Employee's fourth violation - termination.

QUESTIONS

- Encourage employee to ask questions, now and at any time in the future.

ADDITIONAL COMMENTS: (Use backside of this document!)

Employee Signature	Date / /
Signature of Person Doing Orientation	Date / /

I have been instructed in the fundamentals of safety in my job performance at Elander Mechanical, Inc.. I understand that Elander is committed to a safe and healthy workplace. I will do my part to be a safe/responsible worker, ask questions when I don't understand a procedure, and **NEVER** risk my own or someone else's safety in order to get the job done.

SECTION 2

Elander Mechanical, Inc.

Responsibilities

A. Employee/Worker

1. Understands the Safety, Health and Loss Prevention Program. Cooperates with the implementation of the Company's Safety, Health and Loss Prevention Program.
2. Follows all of the Company's Safety Rules.
3. Walks through his/her designated work area and observes for situations/conditions that contribute to a work related injury, property or equipment damage. Notifies the Immediate Supervisor if a situation is observed that may cause a loss.
4. Suggests to the Immediate Supervisor needs for equipment maintenance repair and required materials.
5. Suggests annual Loss Prevention objectives to the Supervisor or the Safety Coordinator.
6. Follows Standard Operating Procedures. Makes suggestions to the Immediate Supervisor for procedural change to lower risk factors causing injury and property loss.
7. Reports hazards observed on the job to the Supervisor or the Safety Coordinator.
8. Performs job tasks as trained.
9. Exercises care to prevent injury to other employees and to one's self. When in doubt, contact Immediate Supervisor for proper instructions.
10. Gives whole-hearted support to the Safety, Health and Loss Prevention Program. Identifies risk factors that can cause loss to fellow employees, equipment, and property, reporting them to the Supervisor.
11. Attends required employee Skill/Safety trainings as provided by Company.
12. Addresses hazards identified by the Company's Safety Team members and employees. Responds with corrective actions for hazards identified by the Safety Coordinator and/or Supervisor during random, on-site walk through.
13. Cooperates with the Company's Safety Team on regulatory safety/health topics, back injury prevention, and other ergonomic issues. Cooperates with all levels of management and all employees to identify pertinent Safety Team meeting topics.

14. Workers' Compensation Program

- a) Immediately reports all accidents and occupational diseases to the Immediate Supervisor. Cooperates in filling out a First Report of Injury and any additional documentation necessary.
- b) Cooperates with the Company's Return-to-Work Program.

15. Accident Investigation

- a) For all personal injuries with lost time in excess of one hour, completes an Employee Accident Investigation Report. For all serious accidents, contacts the Immediate Supervisor immediately.
- b) Cooperates on investigation of all property damage in excess of \$200.
- c) Documents all near misses that may have likely resulted in a lost time, work related injury or product/property damage.

SECTION 3

Hazard Identification/Assessment

I. HAZARD IDENTIFICATION OVERVIEW

Hazard identification focuses on preventing loss from occurring. Hazard identification identifies physical hazards, work practices and other loss potentials that are likely to cause personal injury, property and/or equipment damage, so that corrective action can be taken before a loss occurs. The following methods list areas which can be used to identify loss potentials.

A. Job Hazard Analysis

Job Hazard Analysis (JHA) is a proactive method to review the workplace and the task at hand to identify hazards before they occur and to minimize hazardous conditions and improper acts. A functional JHA can be achieved in the following manner:

1. Employ an individual who can perform JHA.
2. Keep current on newly identified hazards in your industry and apply corrective actions as needed for your workplace.
3. Assign and train a group of employees to review each highly hazardous job from time-to-time. The group will be taking a fresh step-by-step approach to detecting hidden hazards.
4. Request feedback from employees on items that appear harmful.
5. Discuss and review existing hazards and hazard controls.
6. Use accident and near-miss investigation reports to analyze what caused the incident, and review standard operating procedures for possible change.
7. To perform a JHA, you would ask:
 - a. What can go wrong?
 - b. What are the consequences?
 - c. How could it happen?
 - d. What are other contributing factors?
 - e. How likely is it that the hazard will occur?

B. Standard Operating Procedures (SOP)

1. Standard operating procedures maintain consistency in how a job is done by employees. All the factors that "produce" the items have to occur in a sequence of steps. These steps should be examined for hazards to make sure appropriate methods that control the hazards are in place. All hazardous jobs are to have written standard operating procedures. This outline will be used for employee orientation and training.
2. Standard operating procedures can change due to many factors, such as hazard identification, discovering more efficient ways of doing the job, the purchase of new equipment, etc. Employees are encouraged to recommend other SOPs other than "the established way of doing things," to develop a better way to perform the task.

C. Job-Site Inspection Checklist

1. The inspection checklist is a reminder of items that should be looked at or looked for. A checklist can be extensive depending on the complexity of the operation. Hazardous or critical areas and tasks should be reviewed continually. Other situations or conditions may be reviewed monthly or quarterly.
2. The advantage of a checklist is that it is a proactive method to identify factors that are known to cause loss. Another benefit is ease of documentation and analysis in detecting trends. Reviewing checklists from past inspections helps identify problems that are reoccurring. If a hazardous condition continues or reappears, management control is either lacking or not being emphasized adequately. Management's method of control must be reviewed to clarify responsibilities, or added to an individual's role in controlling loss. See the appendix for checklists.

D. Accident Investigation

1. Accidents are investigated to determine their cause and to prevent them from happening again. An accident is a failure within a system or a collision of subsystems requiring a correction, if possible.
2. Ideally, JHA will identify hidden hazards. Even so, accidents may eventually occur resulting in personal injury or property loss.
3. Accident investigation is to be used to analyze the processes that are currently in place to determine the causes of the loss. This may mean that the actual work area on the job site will have to be changed, and/or the standard operating procedures altered to establish a stable work system. If the standard operating procedures need to be altered, this will initiate new employee orientation, SOPs and the operational training checklist on this piece of equipment.

E. Maintenance

1. Another means to reduce hazard is preventative maintenance procedures for equipment and machinery. All equipment and machinery must be maintained as recommended by the manufacturer or industry standards. Document equipment or machinery maintenance. If equipment or machinery is not maintained properly, chances of equipment failure increases.

REMEMBER: Always document all efforts in hazard identification!

II. JOB HAZARD ANALYSIS AND CONTROL

The Company will identify and analyze hazards in the workplace by utilizing many different approaches. The people involved in this process will be all levels of Management, Employees, OECS, Inc. Associates and Insurance Representatives. The aforementioned personnel must be knowledgeable in OSHA rules and regulations and capable of identifying general unsafe conditions and/or acts. Other areas the inspectors must be familiar with are those conditions and acts that cause accidents. This is accomplished by being in the business for many years and the knowledge of how accidents occur. Reviewing accident investigations from previous years will aid us in determining how people are hurt and how losses occur. These conditions and acts can then be searched out and eliminated during the inspections. As was stated before, there are many types of inspections: pre-construction review inspections; daily (on-site) inspections; formal (on-site) inspections. All of these inspections have many different levels which will be described as follows:

Pre-Construction Review Inspection:

The pre-construction review is held in the company's main office or other designated location before the actual on-site construction starts. President / Safety Coordinator, and Supervisor should all be in attendance to ensure all levels of safety. A complete review of the plans and scheduled activities must be performed to identify all possible hazards and problem areas. All hazard situations must then be analyzed and ways must be found on how to best approach these situations to guarantee an accident free work-site. This pre-planning in the office is a very important step in controlling overall site safety.

Daily On-Site Inspections:

As part of a daily routine, the Supervisor will always be alert to unsafe conditions and acts. When reviewing the day's work routine with the employee, the Supervisor will point out the conditions the employee may encounter. Daily reminders are part of the daily routine, as well as teaching OSHA safety standards, and avoiding unsafe acts. The main person responsible for the daily on-site inspections is the Supervisor; but the added cooperation and input concerning safety and that of their co-workers, is the field employees. It is an employee's responsibility to report to Management any unsafe or poor quality work practices being done by their fellow employees or any other construction trades working on the site.

Formal Inspections:

A. Job-Site Inspection:

1. The Supervisor will have a formal type of job-site inspection, either as a planned walkthrough or as part of the normal course of a the work day. When the job is inspected the Supervisor will make notes on the Job-Site Inspection Form on what safety problems are identified. This careful planning will reduce many possible accidents. Traffic patterns, crane movements, types of scaffolding etc., will also be reviewed to determine the potential safety problems. The Supervisor then will be able to formulate plans to avoid or work around these conditions. This safety inspection will give the Supervisor a period of concentration to discuss the hazards our employees work around daily, but at times take for granted. Also a review of all Tool Box Talks for unsafe conditions and acts will be discussed regarding the past month's topics.
2. All formal inspections and actions taken will be documented. Also notations in daily reports will be utilized. A copy of all daily reports, formal safety inspections, and Tool Box Talks will be maintained at the jobsite and after completion of the job at the main office.

B. Environmental Monitoring

1. When required or necessary, environmental monitoring (such as Carbon Monoxide testing) will be done on a daily or as needed basis by the Supervisor, which can most the times coincide with the daily walkthrough. The monitoring will also be included as part of all formal Job-Site Inspections. If elevated levels are noted, work will stop in the concerned area until measures are put in place to reduce the risk and/or exposure to the employees. An analysis will be made at that time to this correction of the concern; and, if deemed necessary, an environmental testing agency will be contacted to offer a professional opinion for correction of the situation. All necessary monitoring devices, on-site personnel inspections and professional direction will be used to provide the utmost safe working conditions.

C. Professional Job-Site Safety Audits

1. Periodic safety audits will be conducted by OSHA/Environmental Compliance Systems, Inc. (OECS, Inc.). The Job-Site Safety Audits will be conducted on randomly chosen job sites from a current list of on-going projects or upon direction of company management. The OECS, Inc. Associate will walk the job-site with the Supervisor or any other designated Company Representative and comment verbally at the construction site on all safety concerns, positive observations and on recommendations and will then submit a written report along with the corresponding pictures to the Company Safety Coordinator for further actions. Immediate Danger to Life and Health Situations (IDLH) will be addressed right away on-site and a hand written report will be issued to the Supervisor. Company Management will also be notified immediately of the IDLH.

2. All safety recommendations will be reviewed by the Supervisor immediately and all necessary reviews completed as soon as possible.

D. Job Hazard Analysis and Control:

1. The Job Hazard Analysis Program will be used by the Supervisor and employees to analyze the jobs they will perform. They will identify existing and potential hazards that are associated with each job and then establish controls for them. This will greatly help in detecting hazards before they can result in injury and/or damage.
2. The work site is continually analyzed to identify, record and control all hazards.
3. Safety precautions will be taught to the Supervisor prior to beginning of a job. Specific job hazards will be pointed out in connection with each phase of the job and instructions will be given on specific safe work practices that will help avoid these hazards. The Supervisor will be trained to understand the key role they play in job site safety, to enable them to carry out their safety and health responsibilities effectively. Training programs for the Supervisor will include the following:
 - Analyzing the work under their supervision to anticipate and identify potential hazards;
 - Maintaining physical protection in their work areas;
 - Reinforcing employee training on the nature of potential hazards in their work and on needed protective measures, through continual performance feedback and if necessary, through enforcement of safe work practices;
 - Understanding their safety and health responsibilities;
4. The Supervisor will be responsible for all Elander Mechanical, Inc. employees to comply with all project environmental/pollution control requirements.
5. Job site walkthroughs are performed daily to detect and correct unsafe practices and conditions. These walkthroughs should focus on the identification and correction of potential safety, health and fire hazards. These walkthroughs are done by the Supervisor.
6. To be an effective part of this program the Supervisor must:
 - Identify work areas and tasks with a high risk of loss;
 - Set inspection responsibilities and schedules;
 - Develop an administrative system for review of reports;
 - Set up a procedure to follow-up remedial actions;
 - Analyze inspection findings while the Company is committed to providing a safe work place, we must never forget that it is the people who make the process work;
 - Ultimately people cause injuries and damages;

7. As part of an effective loss control program, Elander Mechanical, Inc. Management must:
 - Set program standards for observing employee's safe work practices;
 - Communicate program safety standards to all employees;
 - Monitor performances of employee's safe work practices;

E. Employee Training to Identify Hazards:

1. The best way to identify hazards is to talk to the employees themselves. Sometimes the employee will not actually recognize the hazard and may not appreciate the risk of injury or the danger taking place, but they will know the work they do and how they are doing it. We can access their knowledge by asking the right questions.
2. It is best to interview employees who have the most experience at that particular site or who has been working in their construction field a number of years. Their insights can be invaluable, not only in recognizing the hazard, but identifying feasible and acceptable means to control the hazards. Interviews will be conducted individually, in private or in groups of employees at safety meetings.
3. It is a good idea to video tape the hazard and record on an audio at the same time the description of each observation. Still photos are useful for documentation if they are numbered and the textual description of photos accompanies each accident. Employees should be told to jot down ideas that come to them and to talk to co-workers about their experiences and exposures.
4. Once a list of hazards has been collected, each hazard will be evaluated and prioritized in order of the most dangerous to determine which should be controlled first. As hazards are identified it will be found that some can be controlled immediately. Address these as soon as possible and don't wait until all processes are completed.
5. The goal is to provide the greatest amount of protection in the shortest amount of time. The employee will be trained in programs and procedures that will be designed to ensure that all employees understand and are aware of hazards to which they may be exposed and the proper methods for avoiding such hazards. If the employee notices conditions on the job that may appear hazardous, they must notify Management promptly if they are unable to control the hazard.
6. Once we identify the problem and their causes we can focus attention on eliminating them or reducing them. Where it is not feasible to eliminate such hazards they must be controlled to prevent unsafe and unhealthful exposure. Elimination or control will be accomplished in a timely manner. Once a hazard or a potential hazard is recognized, specifically as a part of the program, we will establish procedures to correct or control present or potential hazards in a timely manner. These procedures will include measures such as the following:

- Using administrative and/or engineering controls where feasible and appropriate;
7. Establishing at the earliest time, safe work practices and procedures that are understood and followed by all employees. Understanding and compliance are a result of training, positive reinforcement correction of unsafe performance and if necessary, enforcement through a clearly communicated disciplinary system;
 - Providing personal protective equipment when engineering controls are feasible and be sure employees know they need it; how to use it, and how to monitor it;
 - Provide regular equipment maintenance to prevent equipment breakdowns or failure;
 - Planning and preparing for emergencies and conducting training and emergency drills as needed to ensure that the proper responses to emergencies will be “second nature” for all personnel involved;
 - Establishing a medical program that includes first aid on-site, as well as nearby physician and emergency medical care to minimize or reduce the risk of worsening any injury or illness that occurs;
 8. There will be ongoing training provided for all employees to ensure that everyone at the job site will know about the hazards that exist and how to control them.

III. HAZARD ASSESSMENT PROCESS

Hazard assessment evaluates probability and severity of the identified risk in order to determine where to initially invest resources.

A. Prioritizing Hazards

1. Each hazard represents a potential for occupational injury, property, or product damage. The purpose of identifying a hazard is to reduce the occurrence of a likely loss potential. Since some hazards have a greater likelihood of loss in terms of frequency and severity, a numeric code is assigned to hazards combining probability and severity of that risk.
2. These assessments of hazards are classified by using Risk Assessment Codes. (RAC). A Risk Assessment Chart is used combining both severity and the probability evaluation codes of a hazard by a standardized method. The Chart prioritizes the hazard ensuring a consistent evaluation. Within the Risk Assessment Chart the letters A, B, C, D reflect the probability of a mishap occurring. The far left vertical column Roman numerals, I, II, III, & IV reflect the severity of the hazard. Within the boxes are normal numbers 1-5 indicating the priority of the hazard. These numbers identify the abatement priority the company should address first.

Risk Assessment Chart

Severity	Probability			
	A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	5

B. Hazard Severity

Severity reflects the hazard assessment of the consequences if the accident occurs. It is a degree of an injury and occupational illness that could occur. The severity categories are as follows:

- I. Death or permanent total disability.
- II. Permanent partial disability, temporary total disability in excess of 3 months.
- III. Lost workday mishap.
- IV. First aid or minor medical treatment, or simply a violation of requirement in a standard. It is anticipated that many occupational deficiencies should fall into this category.

C. Hazard Probability

This is an assessment of the likelihood that a hazard deficiency will result in a mishap. They are to be coded in the following categories.

- A. Likely to occur immediately or within a short period of time.
- B. Probability will occur in time.
- C. Possibility to occur in time.
- D. Unlikely to occur

D. RAC Descriptions

- 1. Immediate danger
- 2. Serious
- 3. Moderate
- 4. Minor
- 5. Negligible

E. RAC Abatement

The lower the RAC number, the higher the priority should be placed on addressing the hazard. A RAC of 1 is more serious than a RAC of 2,

Risk Assessment codes of 1, 2, & 3 are considered a concern and require an abatement date. They are to be addressed in a timely fashion.

RAC's 4 & 5 are low risk hazards and can be deferred until later where the company can schedule out to repair or replace the deficiency. RAC's 4 and 5 are to be checked periodically throughout the year, at least on a quarterly basis.

All RAC recommendations are to be monitored until complete. *Records of actions taken and all other documentation are to be on file for a minimum of 2 years after completion.*

F. Methods of Correction

1. The company will select a method of correcting the deficiencies that results in a recommendation. In terms of prioritizing ways of addressing the deficiency, the following are actions based on a priority of desired methods to correct the problem.
 - a. Provide administrative controls;
 - b. Substitutions of less hazardous materials or processes;
 - c. Provide engineering controls;
 - d. Isolation;
 - e. Procedures to work around the hazard;
 - f. Provide personal protection equipment;
2. When looking for corrections of loss potentials, the company should take the following areas into consideration.
 - a. Technical feasibility and cost;
 - b. The number of people exposed and length of time exposed;
 - c. Previous accident experience;
 - d. Future use of work area or equipment;
 - e. Available alternate methods to control the hazard or protect personnel;
 - f. Interim control measures in effect; Interim control measures' solutions can be used as temporary measures before more permanent solutions can be utilized;

SECTION 4

Elander Mechanical, Inc.

Employee Training

A. Employee Responsibility for Training

1. Teaching safety is a two-way street. Elander Mechanical, Inc. can train and enforce safety, but only employees can practice safety. Safety cooperation requires employee participation.
2. Training will be provided prior to all work assignments, including training on specific hazards which might involve special personal protective equipment.
3. Throughout the year, employee training will be conducted. The employees will discuss the application of the Company's Safety, Health and Loss Prevention Program to actual job assignments. Remember, the following general safety rules apply in all situations:
 - a. No employee should undertake a job that appears to be unduly hazardous where personal injury may be likely to occur.
 - b. No employee is expected to undertake a job until receiving adequate job task instructions, and is authorized to perform the task.
 - c. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
 - d. Mechanical safeguards must be kept in place.
 - e. Employees must report any unsafe conditions to the Supervisor/Safety Coordinator.
 - f. Any work-related injury or illness must be reported to management at once.
 - g. Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

ALL health and safety training must be documented. Documentation includes the participants' names and employee numbers, topics discussed, instructor(s), and date. The Company is responsible for maintaining training records.

SECTION 5

Elander Mechanical, Inc.

Accident Investigation

General Statement

Each employee has an individual responsibility to prevent accidents. It is to the benefit of all employees and Elander Mechanical, Inc. to report any situation or condition that may be believed to present a safety hazard, including any known or concealed dangers in the work area. Elander Mechanical, Inc. encourages all employees to report any areas of concern. The company will take immediate action to investigate the matter.

General Accident Investigation Process

Any incident that resulted in personal injury or product/property damage or could have likely resulted in personal injury or product/property damage requires an accident or a near miss investigation.

A. Accident Investigation

1. Accident investigation is an integral part of Loss Prevention Accident Investigation is an “after the fact” action. The purpose is to identify actual causes and recognize other potential causes leading to corrective action. Result is to eliminate or minimize the actual loss causes and loss potentials identified during the investigation process.
2. The Accident Investigation process should include:
 - a) The investigation phase. Establishment of the relevant accident facts and development of solutions to prevent reoccurrence.
 - b) The report phase. Completion of the required forms by the Supervisor and review of the investigation by the Safety Coordinator.
 - c) The follow-up phase. Implementation of the planned corrective actions and follow-up on planned corrective actions.

B. Near Misses

“Near misses” are precursors to accidents. The policy of this Company is to investigate the causes of near misses that could produce an injury or product/property damage. The purpose is to identify situations leading to loss. Near misses will be investigated by the Supervisor and reviewed by the Safety Coordinator. The investigation results and corrective action taken should be summarized in the final report.

C. Sources of Accident Information

There are several methods for getting accident information. Normally, not all of the methods are necessary to get the complete story of any one accident. The five principal methods or sources of information are as follows:

1. **Interviewing the employee involved.** The employee who had the accident is the primary source of information. Unless there are special circumstances, an interview of the injured employee is usually sufficient for getting the accident facts when investigating the non-disabling injury accident. Where a serious injury index case a disabling injury, or major property damage accident is involved, the investigation should tap all available sources of information that are necessary to obtain a complete understanding of the accident.
2. **Interviewing witnesses to the accident.** For disabling or potentially disabling injury cases, available witnesses should always be interviewed for whatever they know concerning the accident and the contributing factors. No one witness may know the whole story. However, information from several witnesses may clarify what occurred, how it occurred and possibly why it occurred. Witnesses become a primary source of information when it is not possible to interview the injured employee because of the seriousness of injuries or emotional shock.
3. **Assessment of the accident scene.** Unless there are good reasons for not doing so, the employee involved should be interviewed at the scene of the accident. An assessment of the employee's relevant physical environment, such as machines, work area layout, illumination, tools that were in use, and other items that had some bearing on the accident, is often essential to completely understand the accident. An employee interview away from the accident site may not be sufficient. It is particularly important to assess the accident site when the injured employee cannot be interviewed. The object is to get some clues as to what might have occurred.
4. **Re-enactment of the accident.** Sometimes it is desirable to have the employee involved, or a witness if the former is not available, reenact the circumstances leading up to the accident in order to get a more precise picture of what took place. Re-enactment should only be attempted when other sources of information leave certain questions unanswered, particularly questions that have to do with the exact physical relationship between the employee involved and aspects of his environment. Precautions must be taken during re-enactment to avoid a repetition of the accident.
5. **Reconstruction of the accident.** When the employee involved cannot be interviewed and there are no witnesses, the only recourse is to reconstruct the accident by means of controlled imagination applied to all available clues at the scene of the accident. The use of technical or medical experts may be necessary to provide interpretations of what might have occurred. Obviously, this is not an investigative method that normally involves lower levels of supervision.

D. Accident Investigation Procedures

1. A primary tool used by Elander Mechanical, Inc. to identify the areas responsible for accidents is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by Elander Mechanical, Inc.'s management, and, if the accident resulted in serious injury, to Company attorneys. If the accident resulted in serious injury, the procedure will be directed to the company's workers' compensation insurance carrier claims department to provide the most reliable method in preserving evidence. All investigations pursuant to the directions of the insurance company legal and claim department and the in-house legal counsel will be protected by all applicable privileges, if any. The attorney will provide more detail on this topic during the investigation.
2. A written report should be prepared from notes and diagrams made at the scene, or a portable Dictaphone will be used to record direct eyewitness statements as near to the actual time of observation as possible. All statements should include the time and date given, and the town or county where the statement was made. If the statement is intended to be used in court proceedings, a suitable jurat is required, otherwise, a simple statement that the description is sworn to be true under penalty of perjury with the date, place and time should be included. All pictures should be similarly identified. Let people know on tape that they are being recorded. Also, make sure that the names and addresses and day and evening phone number of all eye witnesses are noted or recorded.
3. If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If an employee is requested to make a statement, the employee has the right to have the Company lawyer attend the employees statement.
4. A satisfactory accident report will answer the following questions:
 - a) **What happened?** The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.
 - b) **Why did it happen?** The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include the conclusion as a hypothesis at the time the statement is given to the person in charge of the investigation.
 - c) **What can be done to prevent a reoccurrence?** Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. Corrective action is a decision by Management. Once a solution has been adopted, it is everyone's responsibility to implement it.
 - d) **What has been done?** A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of an accident has been reduced.

E. Records

Elander Mechanical, Inc. maintains records of employee training, hazard identification and abatement, and accident investigation.

F. OSHA Records Required

Records of required accident investigations and certification of employee safety training should be recorded by the Claims Coordinator where the Safety Coordinator will retain custody of the records. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log Form 300 and Summary of Work-Related Injuries and Illnesses Form 300A according to its instructions. Supplemental records of each injury are maintained on OSHA Form 301, or the First Report of Injury if the same information is present. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for three months, until April 30th, on OSHA Form 300A. These records are maintained for five years from the date of preparation.

G. Reporting

The Company is required to report work related incidents that result in the death of an employee within 8 hours and the inpatient hospitalization of an employee, any amputations or eye loss within 24 hours to OSHA. The report must be made orally to OSHA either via phone or in person. Voice message or written notification are not acceptable!

During business hours: (8 a.m. to 4:30 p.m., Monday through Friday)

Call your local area OSHA office to report the incident and/or ask for directions:

St. Paul

Phone: (651) 284-5050

Toll-free: 1-800-DIAL-DLI (1-800-342-5354)

Duluth

Phone: (218) 733-7830

Mankato

Phone: (507) 389-6507

After business hours: (before 8 a.m. or after 4:30 p.m. or on Weekends and Holidays)

Call the federal OSHA 24-hour toll-free number: 1-800-321-OSHA (1-800-321-6742)

The reports must include:

- the employer's name,
- the location and time of the incident,
- the type of event (death, hospitalization, amputation, loss of eye),
- the number of employees who suffered the event,
- names of the employees who suffered the event,
- the name and phone number of a contact person,
- and a brief description of the incident.

Note: An incident that is not immediately reportable becomes a reportable incident if it results in the death of an employee within 30 days. Also, employers only have to report an inpatient hospitalization, amputation or loss of an eye that occurs within 24 hours of a work related incident.

In cases of hospitalization or death, a full investigation with copies to governmental authorities will be required. In less serious cases, the investigation report must be presented by the company for disclosure to its insurance carrier (First Report of Injury) and for remedial action at the work site (Occupational Injury/Illness Investigation Report).

Elander Mechanical, Inc.

EMPLOYEE'S REPORT OF INJURY

Note To Employee: This report must be completed by YOU as soon as possible after your injury. Read the questions carefully and make your answers complete and accurate!	
Name: _____	Job-site: _____
Job Title: _____	Supervisor: _____
Date of Injury: ____ / ____ / ____	Time of Injury: ____ : ____ a.m. / p.m. (circle one)
Did you notify your Immediate Supervisor of the injury? Yes <input type="checkbox"/> No <input type="checkbox"/> Date: __ / __ / __	
If you did not report the injury your Immediate Supervisor, please explain why! _____ _____	
Describe where the injury occurred (location)! _____ _____	
Describe in your own words what happened to cause the injury! _____ _____ _____	
What do you think can be done to prevent this from happening again in the future? _____ _____	
What is the nature of your injury, be specific, what body parts have been injured? _____ _____	
Who witnessed the accident? No witnesses <input type="checkbox"/>	
Name: _____	Phone: _____
Name: _____	Phone: _____
Additional Comments: _____ _____ _____	
Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

Elander Mechanical, Inc.

“Near Miss” / Hazard Notification Form

NAME: (Not required) _____ Date: ___ / ___ / ___

Where did “Near Miss” or Hazard occur? _____

Please describe the situation: _____

Please fill out the appropriate **section(s)** below. Use the back of this form for additional explanation.

1. If situation could have caused Personal Injury, please check appropriate box on what could’ve happened!

<input type="checkbox"/> Struck by	<input type="checkbox"/> Contact by	<input type="checkbox"/> Trapped in	<input type="checkbox"/> Caught in-between	<input type="checkbox"/> Different level fall	<input type="checkbox"/> Exposure to _____
<input type="checkbox"/> Struck against	<input type="checkbox"/> Contact with	<input type="checkbox"/> Caught on	<input type="checkbox"/> Same level fall	<input type="checkbox"/> Strain and/or Exertion	<input type="checkbox"/> Other* (explain below)

*Other: _____

Possible extent of injury: _____

2. Property Damage: Explain what could’ve happened: _____

3. Product Damage: Explain what could’ve happened: _____

Action to be taken:

What action do you feel should be taken (✓) to prevent this loss (or loss potential)? (Mark all that apply.)		
<input type="checkbox"/> Re-instruction of person(s) involved	<input type="checkbox"/> Protective equipment required	<input type="checkbox"/> Improved ventilation
<input type="checkbox"/> Preventive instruction of others	<input type="checkbox"/> Tool/equipment repaired /replaced	<input type="checkbox"/> Improved illumination
<input type="checkbox"/> Job re-assignment of employee	<input type="checkbox"/> Improved storage	<input type="checkbox"/> Reduced noise/vibration
<input type="checkbox"/> Improved inspection procedure	<input type="checkbox"/> Improved housekeeping	<input type="checkbox"/> Improved temperature control
<input type="checkbox"/> Improved cleanup procedure	<input type="checkbox"/> Improved design/construction	<input type="checkbox"/> Safety guard/device installed
<input type="checkbox"/> Job safety analysis ordered	<input type="checkbox"/> Use of safer materials/supplies	<input type="checkbox"/> Correction other than above*

*Other corrective action not listed above comment below: (use back of form if necessary)

Elander Mechanical, Inc.

PROPERTY LOSS FORM

Person reporting loss: _____

Date of Loss: ____ / ____ / ____ Time of Loss: ____ : ____ a.m. / p.m. (circle one)

Property Damage? Yes No **Product Damage?** Yes No **Theft?** Yes No

Job-Site? Job Name: _____

Job Address: _____

Site Superintendent/Foreman: _____

Main Office? Address: _____

Office Manager: _____

Vehicle? Location at time of loss: _____

Vehicle #: _____ Driver Name: _____

Reported to Police? Yes No Police Report #: _____

DAMAGE

What caused damage to property/product? _____

THEFT

How was access to property/vehicle gained? _____

LIST ITEMS DAMAGED AND/OR STOLEN INCLUDING PURCHASE PRICE OR ESTIMATED VALUE

Attach additional sheets if necessary or use back of this form!

QTY.	MAKE / MODEL	DESCRIPTION / SERIAL #	PURCHASE PRICE / ESTIMATED VALUE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION 6

Elander Mechanical, Inc.

Enforcement

Work Practices and Rules Enforcement

1. Enforcing work standards and identifying proper behavior is essential to foster consistent employee performance in an established, acceptable manner. The objective of enforcement is to educate/convince the employee to change his or her behavior to increase the level of performance, and to encourage a continual level of performance. Disruptive behavior causing productivity problems in other employees must also be dealt with. Standards are based on evaluation of a work process that outlines the way the job should be performed. Certain modes of acceptable behavior are required of employees to achieve these standards and to avoid endangering themselves and other employees causing personal injury or property damage. Enforcement, which can take the form of recognition or punishment, is intended to encourage employees to perform their jobs in the designated manner.
2. New company employees will require more attention in the training phases. Positive reinforcement, training and teaching should be used initially. Negative enforcement, or punishment, is not the best initial method to foster a good standardized level of performance or behavior. If punishment has to be used, it should be within a progressive disciplinary system. It is very important to document previous corrective attempts by outlining discussions with employees to correct deficiencies and documenting a clear description of the problem.
3. Employees changing jobs within the company also require training and observations just as new employees do. Greater attention may have to be given since assumptions may be made regarding the ability of the employee.
4. The Progressive Personnel Disciplinary System Process will be recorded utilizing the company's "Warning Slips" (attached) and affects all Elander Mechanical, Inc. employees, including the office personnel. The process is enforced by Management, the Safety Coordinator, Supervisor and consists of the following steps:
 - Employee's first violation - verbal warning.
 - Employee's second violation - written warning w/phone call from Tom Elander.
 - Employee's third violation - 2 day suspension without pay and meeting with Tom.
 - Employee's fourth violation - termination.
5. Flagrant work procedure, policy, or behavioral violations affecting the welfare of the offending employee or others may require disciplinary action outside the progressive disciplinary system. **Therefore, depending on the severity of the violation, the company may choose to immediately suspend or terminate employment, without prior written warning or suspension.**

SECTION 7

Elander Mechanical, Inc.

RETURN-TO-WORK POLICY

Elander Mechanical, Inc. supports the practice of returning injured employees to work, as soon as medically possible, to a position within our Company compatible with the employee's restrictions. This program will be coordinated with our Worker's Compensation Insurance carrier.

The prompt return of an injured employee to a position within medical restrictions will regain a sense of job security, retain self-esteem, and help to re-establish the pre-injury lifestyle. Elander Mechanical, Inc. in turn retains an experienced employee, maintains continuity in the work force, limits needless medical cost, and benefits from the employees experience. We believe this practice serves the best interest of both, the injured employee and the Company.

All injuries, no matter how minor, must be reported to your Supervisor immediately. Your Supervisor will report the injury to the Claims Coordinator within 24 hours, and will assist you with transportation to the nearest medical care facility. Our Claims Coordinator is *Steve Walker*. Any questions concerning your Workers' Compensation claim should be directed to this individual.

The injured employee's current position very well may be modified to fit medical restrictions. If this is not possible, a temporary modified duty position will try to be made available that may be different from the regular job. Modified duties will be determined at the time of need.

President Signature: _____

Elander Mechanical, Inc.

RETURN-TO-WORK PROGRAM

I. Program's Working Guide

A. The Program

Our Return-to-Work Program is a system developed by this company to return the injured worker, within medical restrictions, to the workplace as soon as the employee is capable of performing some work activities for the company. The program is designed to help the company to cost-effectively and successfully manage employees' work related claims. This program provides our employee with a sense of job security after an injury that is an important aspect to recovery.

Our Return-to-Work Program is good business sense helping both the company and employee. The Program does the following in helping reduce our workers' compensation cost:

1. Reduces claim cost which affect workers' compensation insurance premiums.
2. Establishes a plan of action before an injury occurs.
3. Returns injured employees to work more quickly, helping the company maintain productivity.
4. Provides a sense of job security to employees.
5. Helps injured employees maintain self-esteem.
6. Reduces training costs.

B. Medical Care

After an occupational accident, resulting in injury, a clinic or physician in the area may be selected by the injured employee, our company or by the insurance company to provide medical services to our injured employees. We encourage open communication among the chosen provider, employees, and the insurance company that results in a more successful Return-to-Work Program.

C. Claims Coordinator

The company's appointed Claims Coordinator is Steve Walker. This person coordinates workers' compensation claims and our Return-to-Work program, and aid in the claims processing. This person will ensure the Program will be organized, run smoothly, and be consistent.

The Claims Coordinator will follow the Return-to-Work procedural steps outlined in the Company's Program. The Claims Coordinator will also have the authority to act on a claim in conjunction with the Supervisor.

D. Modified Work

Modified jobs in our company are a critical step in our Return-to-Work program. These jobs provide an opportunity for our employees to begin working again as soon as possible within medical restrictions. The company should benefit by lowering claim cost and maintaining a level of productivity. The company will take a proactive stance in identifying modified jobs for our employees. We have flexibility in this plan. Modified jobs can consist of the following:

1. Part-time employment (for example 2, 4, or 6 hours a day).
2. The creation of a temporary job to meet the employee's work restrictions.
3. Job modifications or redesign to meet the employee's work restrictions.
4. Designated existing jobs with lesser physical requirements.
5. Alternating jobs to accommodate the injured employee.
6. A different job within the company, even if at a lower wage.

II. Claims Coordinator and Supervisor's Guidelines

A. Responsibilities of the Claims Coordinator

1. To work with the Supervisor, employees, and the insurance company to identify and develop modified jobs into which an injured employee can be placed when returning to work. Annually review the list of those jobs with the Supervisor; the list can be expanded. Know whom the insurance company has assigned as our claims adjuster and the phone number.
2. Instruct employees to report work-related injuries to the Supervisor just as soon as they occur.
3. Instruct all Supervisors to notify you of the injuries on the day of occurrence.

4. Prepare and mail a First Report of Injury to our insurance company handling Workers' Compensation. If necessary, send a separate letter describing additional circumstances surrounding the injury and advising the insurance company of any information that may be useful in better managing the claim. Also submit all available medical information regarding the injured employee. If the employee is injured by a piece of equipment, is injured by a third party, or is very seriously injured, contact the insurance company directly. If practical, shutdown the equipment immediately and preserve any evidence until the insurance company can investigate. An investigation of the scene may enable a possible recovery against a third party.
5. On the first day of lost time, or as soon as possible thereafter, contact the injured employee to arrange for a personal meeting. If such a meeting is not possible, at least make immediate telephone contact. The purposes of the contact are to:
 - a. Describe workers' compensation, sick-leave, disability and other available insurance benefits. Also, indicate where to send work related medical bills in the event that the injured employee receives them from the medical provider.
 - b. Explain the employer's expectations regarding communications throughout the employee's period of disability. Explain your need to have the employee visit the employer at least weekly, if possible and to call immediately following each doctor's appointment.
 - c. Discuss with the employee the company's commitment to Return-to-Work, the availability of modified jobs, and the company's eagerness to have the employee back to work.
 - d. Show concern to an employee who is injured. This is very important!
6. Call the treating physician immediately after an injury and regularly thereafter to discuss the injured employee's condition, Return-to-Work status and opportunities, and the date of the next scheduled appointment. Continue this contact even after the employee is back to work at a modified duty job.
7. Contact the insurance claim adjuster when new information is learned from our injured employee or the treating physician regarding the injury or the employee's recovery.
8. Contact our injured employee weekly for as long as the employee is unable to Return-to-Work. Inquire about the employee's disability status, all medical treatment to date, the treating physician's evaluation of the injury, and the injured employees own evaluation of the condition. Specifically ask the employee of any problems or concerns and ask about current difficulties and capabilities. Document this information.
9. When the treating physician releases the employee to a modified job or to the employee's regular job, contact the insurance claims adjuster. Then call the employee to discuss the work release and job opportunities. Arrange for a return-to-

- work date. The employee should know details of the job, and where, when, and to whom to report. In situations involving long-term restrictions or other complications, send a certified letter to the employee's residence prior to maximum medical improvement (MMI) confirming the job offer. Be sure to follow up on this; if you receive no response to the letter from the employee within two weeks, send it again.
10. Do what you can to facilitate a smooth Return-to-Work for the employee. Make sure you contact the employee's Supervisor (especially if the Supervisor is different from the employee's original Supervisor prior to the injury) to inform of the details of the employee's return. Accommodate the employee's reasonable request, such as allowing sufficient lead time to arrange childcare, transportation, etc. Instruct the Supervisor to inform you immediately if the employee does not report when scheduled. Contact the employee and the insurance claims adjuster to obtain additional information and direction.
 11. After the employee has returned to work at a modified job, continue to contact the employee and the Supervisor weekly to review progress on the job. Make necessary physical adjustments, evaluate attitudes, and formulate goals for safe return to full duties, if possible. Contact the treating physician after each employee visit in order to re-evaluate current job restrictions. Emphasize to Supervisor, and to the employee's co-workers that the physician's restrictions are always to be followed, even if the injured employee believes more can be done.
 12. Instruct the Supervisor to inform you if capabilities appear to be greater than restrictions. Pass this information along to the physician for a review and update of the restrictions.
 13. Report return to work hours and wages and any subsequent changes in them along with updated medical information to the claims adjuster at the insurance company.
 14. When the employee reaches maximum medical improvement, coordinate with the claims adjuster to send a letter by certified mail to the employee's residence, a formal PERMANENT JOB OFFER AFTER MMI. It is recommended to formally notify the employee that the job is permanent even though the employee is already back at the regular job, or a modified job. Notify the insurance adjuster of the employee's response.
 15. Document all contacts with the injured employee in the claim file.
 16. Ensure that the OSHA 300 log of work-related injuries and illness accurately records/updates work related injuries.

B. Responsibilities of the Supervisor

1. Report all potentially lost time work-related injuries immediately to the Claims Coordinator. Provide information necessary to complete the First Report of Injury

- and the Minnesota Workers Compensation Information Sheet. When possible, provide a supplementary accident investigation report to the Claims Coordinator.
2. Whenever possible, identify jobs that can be performed by employees who have modified job restrictions.
 3. Transport the injured employee to the nearest clinic, physician or hospital emergency room by a designated individual or yourself.
 - a. Provide the injured employee with the “Report of Workability” form before going to the selected medical facility. This form must be brought back by the employee to the Supervisor who in turn sends the form to the Claims Coordinator.
 - b. Ask the treating physician or the hospital emergency room to call you back on the condition of the injured employee.
 - c. Immediately inform the Claims Coordinator if the employee will be off work completely.
 4. The Accident Report is to be completed and sent to the Claims Coordinator within 24 hours.
 5. As soon as one of your workers becomes injured, it is your job to work with the Claims Coordinator to arrange for the employee’s Return-to-Work ideally in the employee’s original job, or in a modified job, if necessary. Slight modifications to the original job may be all that is necessary to keep the employee in that job.
 6. When the injured employee returns to work, address the following issues.
 - a. Review the employee’s “Report of Workability” with the employee.
 - b. On the basis of the “Report of Workability” form, discuss the physical limitations of the injured employee.
 - c. Review identified modified work task and place the injured worker in a job that is within the medical restrictions.
 7. Work with the Claims Coordinator to contact the injured employee about his/her progress, job opportunities, Return-to-Work, etc. Maintain frequent contact with the employee so he/she doesn't get “lost”.
 8. Once the employee is back to work with restrictions, only allow the employee to perform job tasks approved by the physician. Instruct co-workers to respect the restrictions and enforce them also. If the Supervisor or the employee feels that he/she is capable of more than the restrictions indicate, contact the Claims Coordinator so a review of the restrictions with the physician can be done.
 9. When an employee calls in sick, ask, "what is wrong." If the employee states that he/she has sore muscles, etc. do not ask if the injury is work related. Ask what

happened and let the employee tell you what happened. If the employee indicates that it is work related, begin the process from the beginning of this section.

10. It is up to the insurance company to determine whether an injury is work related: the determination is not made by our company.

Minnesota workers' compensation system employee information sheet

What does workers' compensation pay for?

- Medical care for the work injury, as long as it is reasonable and necessary
- Wage-loss benefits for part of your lost income (there is a three-calendar-day waiting period before these benefits start)
- Benefits for permanent damage or loss of function of a body part
- Benefits to your spouse and/or dependents if you die of a work injury
- Vocational rehabilitation services if you cannot return to your pre-injury job or to your pre-injury employer

How are workers' compensation benefits paid?

Your workers' compensation benefits are paid by an insurance company or your employer, if your employer is self-insured. State law sets the benefit levels. Please note: pursuant to statute, the insurer can obtain medical information specific to your work injury without your authorization.

If the insurer accepts your claim for wage loss benefits and you have been disabled for more than three calendar days:

- The insurer will send you a copy of the *Notice of Insurer's Primary Liability Determination* form stating your claim is accepted.
- The insurer must start paying wage-loss benefits within 14 days of the date your employer knows about your work injury and lost wages. The insurer must pay benefits on time. Wage-loss benefits are paid at the same intervals as your work paychecks.

If the insurer denies your claim for wage loss benefits:

- The insurer will send you a copy of the *Notice of Insurer's Primary Liability Determination* form stating it is denying primary liability for your claim. The form must clearly explain the facts and reasons why the insurer believes your injury or illness did not result from your work.
- If you disagree with the denial, you should talk with the insurance claims adjuster who is handling your claim. Your employer's insurance company can answer most questions about your claim.

Insurer name:

Phone :

- If you are not satisfied with the response you receive from the insurer and still disagree with the denial, you should contact the Department of Labor and Industry at one of the numbers listed below to see what to do next.

If you have other questions or need more help, call the Minnesota Department of Labor and Industry Workers' Compensation Hotline:

Twin Cities and Southern Minnesota: (651) 284-5005 or 1-800-342-5354; TTY (651) 297-4198
Duluth and Northern Minnesota: (218) 733-7810 or 1-800-342-5354

Your call will be answered by experienced workers' compensation specialists, who will provide **instant, accurate information and assistance**.

Additional workers' compensation information is available on the department's Web site at:

www.dli.mn.gov/WorkComp.asp

Your employer is required by law to give you this information. This material can be made available in different formats, such as large print, Braille or audio, by calling the numbers printed above.

Updated June 2009 (Web address change only). This form may be copied or reproduced electronically. Do not file this form with the department.

SECTION 8

Elander Mechanical, Inc.

Workers' Compensation

I. General

A. Insurance

Workers' compensation insurance provides compensation to employees who have a work-related injury or diseases. These are conditions that are caused, aggravated, precipitated or accelerate by the work or the work environment. The compensation includes partial wage replacement and full payment or reasonable medical and rehabilitation cost. In case of death, workers' compensation benefits are paid to the employee's dependents. Prior to October 1 1992, the law had a "two tier" system that provides financial incentives to get injured workers with permanent impairments back to work quickly. Present Workers' Compensation law eliminated the two-tiered economic recovery and impairment compensation benefit system, and replaced it with one permanent partial disability system. These indemnity payments would be paid if the employee returns to work (in a lump sum) 60 days after the employee returns to work, or if the employee does not return to work, payments will be in weekly installments at the same level and scheduled as temporary total benefits.

B. Coverage

1. Workers' compensation covers injuries that "arise out of and in the course and scope of employment." This does not mean that the coverage is limited to just working hours or to the normal workstation. For example, if an employee is hurt in your company parking lot on his or her way to work, that injury may be considered within the course and scope of the employment. On the other hand, if the employee leaves the place of employment on a personal errand, for example, and is injured during that time, the injury probably will not be compensable. Generally, employees are not covered by workers' compensation during the time they are going to and from the workplace, but there are some exceptions to this. One exception may be when the job involves work away from the plant or office. For example, a salesperson may be considered to be on the job from the time of leaving home until the time of return. Another exception is when an employee is called back to work to do a special errand. In this case, the employee is covered from the time of leaving home to the time of return.
2. Generally, all employers are required to have workers' compensation insurance and to display the notice of the insurer in a conspicuous place.
3. Certain types of employers are exempt from carrying workers' compensation insurance, including some small family farms and family businesses.

4. Employees are covered by the Minnesota Workers' Compensation Act if they are hired in Minnesota and generally work here, even if they are required by their jobs to go out of the state or they are transferred temporarily to an assignment out of the state or overseas.

C. Work Related Disability

1. A work related disability is a physical condition that is either caused, aggravated, precipitated or accelerated by the work activity or the work environment. The disability could be caused by a traumatic incident, such as a fall from a ladder, or an accident with machinery. It could also be the result of the gradual effects of normal work activities, such as carpal tunnel syndrome arising from repetitive movement, or could be the result of exposure to hazardous materials.
2. To be covered by worker's' compensation insurance, the injury or disease must arise out to their employment; that is, it must be caused by the employment risk, not by daily activities that are not work-related. The Workers' Compensation system is a no-fault system: the employee does not have to prove negligence on your part, and negligence on the part of the employee is not a defense for the employer.

D. Benefit Types

1. Wage Replacement-for the period during which the employee is unable to work or unable to earn as much as his or her pre-injury wage.
2. Loss of Body Function- Payment for the loss of or permanent damage to body parts (such as a hand, a finger, or a leg).
3. Medical Costs-all reasonable current and future costs arising from or connected to the evaluation and treatment of a work related injury.
4. Rehabilitation Cost-(including but not limited to) counseling, job placement, evaluations, and testing, on-the-job training vocational or college education, or other activities necessary to prepare the employee to return to his or her old job or a new job.

E. Maximum Medical Improvement (MMI)

Maximum medical improvement is the point in an injured employee's recovery at which not further significant, lasting improvement can be anticipated based on reasonable medical probability. In simple term, it is the point at which an employee is as well as he or she will go. Maximum medical improvement will vary with the individual and the severity of the injury because some people heal faster than others do. A report from a physician is needed to establish that an employee has reached MMI.

II. Reporting a First Report of Injury

A. Time Limitations

1. When an employee is injured, it is the *company's responsibility*, not the employee, to complete the First Report of Injury form. It is important that we file the report promptly, *within 24 hours*, if possible, so our insurance company will have a chance to investigate the claim. The reason is the insurance company only has 14 days in which to file the report with the Workers' Compensation Division from the time of the injury. We, our company, have 10 days to submit the First Report of Injury to the insurance company once we have knowledge of the claim. If we wait the 10 days, it only leaves the insurance company four days to investigate the claim for coverage. It is very important to give the insurance company the First Report of Injury as quickly as possible. If we (the company) do not submit the Report, we will likely be fined by the State.
2. If we do not have all the information for the report before the ten days is up, send the form to our insurance company with whatever facts you do have. We can forward additional information later.
3. When we complete a First Report of Injury form doesn't mean that we are accepting liability for the injury. The insurance company will pay on the claim only after it has investigated it and determined that it likely is compensable.

B. Death or Serious Injury

1. **The Company is required to report work related incidents that result in the death of an employee within 8 hours and the inpatient hospitalization of an employee, any amputations or eye loss within 24 hours to OSHA. The report must be made orally to OSHA either via phone or in person. Voice message or written notification are not acceptable! The company has to report a death to the insurance company within 48 hours after its occurrence.** The report to OSHA must include the employer's name, the location and time of the incident, the type of event (death, hospitalization, amputation, loss of eye), the number of employees who suffered the event, names of the employees who suffered the event, the name and phone number of a contact person, and a brief description of the incident. *Note: An incident that is not immediately reportable becomes a reportable incident if it results in the death of an employee within 30 days. Also, employers only have to report an inpatient hospitalization, amputation or loss of an eye that occurs within 24 hours of a work related incident.*

If the Claims Coordinator is not available go directly to the President to initiate the reporting process. The report can be initiated by telephone, email, or personal notice, and file a written report of the injury within seven days from its occurrence or within such time as the Commissioner of Labor and Industry designates.

2. Where any other injury occurs which wholly or partly incapacitates the employee for performing labor or service refer to the above Section "A" for submitting First Report of Injury Form.