



# WORK INJURY PROCEDURES

- When a work injury occurs, provide proper medical care (First Aid) at the scene of the injury.
- Inform the Foreman on the job (or your supervisor) of the injury.
- If the injury requires medical treatment beyond first aid (refer to the list of First Aid Treatments), the Foreman (or Supervisor) will contact the AIS Safety Department, and the Safety Department will direct the Foreman (or Supervisor) on where to send the injured employee for treatment (based off of the Provider List, and what is available in the area where the injury occurred). **The Employee must take the “Medical Work Ability Form” to the Doctor for completion, and return the form to the Safety Department the same day, or the following morning.** This form can be faxed to the Doctor by the Safety Department if necessary.
- **All workplace deaths and/or in-patient hospitalization of three (3) or more employees as a result of a single incident MUST be reported to the AIS Safety Department within four (4) hours of the incident.** The Safety Department will handle OSHA reporting.
- A Post-Accident Rapid Drug Screen will be performed on all employees suffering from a work-place injury. **Refusal to comply with the Post Accident Drug Screen will be treated as if the Employee has tested positive.**
- **The Foreman (or Supervisor) should complete the “Personal Injury & Incident Report”,** or communicate the necessary information to the Safety Department so that they can complete the form. Once completed, this form should be submitted to the Project Manager and the Safety Department for review and signature.
- Once the Employee’s injury has been properly attended to, **the Employee should complete the “Injured Employee’s Statement” Form and Sign Off on the “Injured Employee Information/Responsibilities” Form,** and these forms should be submitted to the Safety Department as soon as possible.
- The Safety Department will collect all of the completed forms and report the incident to the Insurance Company.
- In most cases, a representative from the Insurance Company will contact the injured Employee in the course of their routine investigation.
- All claim paying decisions will be made by the Insurance Company, based on the facts of the claim and pursuant to the Workers Compensation statutes of Pennsylvania. All Workers compensation benefits will be administered by the Insurance Company.
- **The Employee is responsible for maintaining weekly contact with the Safety Department** to provide them with any updates, scheduled appointments and work ability or restrictions. The Safety Department will communicate all updates to the Project Manager. The employee must have the Doctor complete the “Medical Work Ability Form” at every visit.
- **While receiving Workers Compensation benefits, the Employee is still responsible for making their premiums contribution to their health benefit plan.** As they will not be receiving their normal payroll deposit from AIS, they will need to plan for making their premium payments by notifying the Payroll Department.
- AIS Is committed to returning injured workers back to work as soon as medically possible. If it is determined that the injured Employee cannot resume normal work activities due to the injury, the “Physical Assessment Form for Early Return-To Work Program” will be sent to the Employee’s Doctor for completion to determine the extent of the Employee’s physical restrictions. It will then be determined if AIS is able to accommodate the Employee’s restrictions in a different and/or modified position that meets the medical restrictions prior to returning to their regular job. Refusal to return to work in a modified position may affect the receipt of further Workers Compensation benefits.

**It is imperative that Employees report ALL work related injuries immediately to their Foreman/ Supervisor (who will report to the Safety Department), no matter how minor of an incident it may seem. Too often a minor incident turns into a major problem, days/weeks after the incident.**



## FIRST AID TREATMENTS

Following is a list of First Aid Treatments; **all other types of treatment are considered to be medical treatment and are recordable for OSHA record keeping purposes.**

**It is, however, imperative that Employees report ALL work related injuries immediately to their Foreman/Supervisor** (who will report to the Safety Department), no matter how minor of an incident it may seem. Too often a minor incident turns into a major problem, days/weeks after the incident. Even non-recordable incidents **MUST** be reported to the Safety Department.

- Using non-prescription medications at non-prescription strength. (The use of a non-prescription medication at prescription strength is considered medical treatment).
- Administering tetanus immunizations (other immunizations, such as hepatitis B vaccine or rabies vaccine, are considered medical treatment). However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be beyond first aid for other reasons.
- Cleaning, flushing or soaking wounds on the skin surface.
- Using wound coverings, such as bandages, Band-Aids, gauze pads, etc., or using SteriStrips or butterfly bandages (Other wound closing devices, such as sutures, staples etc. are considered medical treatment).
- Using hot or cold therapy.
- Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts (Devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment).
- Using temporary immobilization devices while transporting an accident victim (ie. Splints, slings, neck collars, or back boards).
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters.
- Using eye patches.
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye.
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye.
- Using finger guards.
- Using massages. (Physical therapy or chiropractic treatment are considered medical treatment).
- Drinking fluids to relieve heat stress.