



"Merging Talent with Opportunity"

STANDARD WORKERS' COMPENSATION PROCEDURE

Purpose

Explains the procedures for reporting workplace injuries and illnesses for workers' compensation.

Scope

Applies to all Wise Staffing Group paid employees regardless of type of paid employment.

All employees of Wise Staffing Group are covered under the Workers' Compensation Act, including part-time, temporary, and full-time workers. Any employee who suffers an accidental injury arising out of and in the course of employment or who contracts an occupational disease within the meaning of the Workers' Compensation Act is entitled to medical attention at the expense of Wise Staffing Services. If applicable, the injured employee is also entitled to disability compensation, including a weekly compensation benefit for lost time from work.

Reporting Requirements

- All work-related injuries or illnesses must be reported immediately (or as soon as possible) to the employee's supervisor or lead.
 - Delay in reporting job injuries or illnesses may result in the loss of benefits.
- The injury must be reported to the Staffing Office that the employee was hired through, immediately or as soon as possible.
 - In **non-emergencies situations**-The injured worker is responsible for reporting to the staffing office immediately to complete all necessary workers' compensation documents and direction for medical treatment.
 - In the **event of an emergency situation**-The injured employee will complete the necessary workers' compensation documents as soon as possible.

Reporting by the Staffing Offices

All work-related injuries or illnesses are to be reported to the Corporate Risk Manager immediately.

- As soon as possible but no later than 24 hours of knowledge of an injury, the staffing representative must complete all incident reports and submit the completed documents to the Corporate Risk Manager for Wise Staffing.

Investigation Responsibility

- All hazardous working conditions that may have contributed to the accident are to be investigated and all findings are to be reported to the Clients Safety Manager as soon as possible.
- All unsafe working conditions are to be corrected immediately.



Procedure

Appropriate Medical Attention

- **NON-EMERGENCIES**-Per your state guidelines regarding selecting treating physicians- The staffing representative will work with the injured employee to ensure that proper medical attention is received by the injured worker.
- **IMMEDIATELY CALL 911 FOR LIFE-THREATING EMERGENCY**
During normal business hours-Emergency Room is use for a TRUE Emergency Only.

Temporary Modified Duty Work

1) Transitional Work Program

- a) Unless prohibited by the approved treating physician, employees are expected to return to work following a work-related injury. Wise Staffing Group provides alternative work assignments in accordance with modified work restrictions given by the approved treating physician. Any restrictions or reasonable accommodations identified by the approved treating physician will be followed. Transitional work assignments may be at the client's location or, if necessary, in the staffing office.
- b) While working on transitional work assignments, employees are expected to apply themselves and be productive; failure to do so will result in disciplinary action up to and including termination of employment.
- c) The injured employee will be expected to work a full scheduled day of 8 hours, with two 10-minute breaks, and a 30-minute lunch.
- d) All injured workers that are working on modified duties shall follow all Wise Staffing Group working rules and policies (i.e., call in policy, late for work policy). *Failure to do so will result in disciplinary action up to and including termination of employment.*
- e) While working on modified duty due to a work-related injury or illness, the employee will be paid the same hourly wage that they were earning at the time of the accident.

2) Time Lost from Work & Pay

- a) The injured employee is expected to return to the staffing office after medical treatment on the day of the injury unless the approved medical provider has prohibited return to work.
All medical documents are to be submitted to the staffing office.
- b) If the injury results in lost time away from work due to the physician's prohibiting return to work, the injured employee will be on Workers' Compensation leave and paid by the Workers' Compensation Insurance.
 - Each state has a waiting period and a set number of days that an injured employee must be absent from work due to a work injury before they are eligible to receive lost time wages.



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- After the waiting period, the employee will be eligible to receive 2/3 of weekly average earnings, up to a maximum benefit to be determined annually.

It is the goal of Wise Staffing Group to keep the health and safety of all employees in the forefront of everything we do.