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# INJURY REPORTING PROCEDURE

## OUTLINING THE PURPOSE AND PROCEDURE FOR REPORTING ON-THE-JOB INJURIES.

This procedure provides standardization for reporting an on-the-job injury. This process ensures proper steps are taken for capturing and documenting information to provide the Safety Team, Human Resources (HR), and Leadership with data to remediate root causes, prevent future injuries, minimize risk and prioritize the well-being of our employee-owners.

### REPORTING PROCEDURE

When an injury incident occurs, handle the immediate needs of the employee-owner (EO). Then follow the below reporting procedure.

**Injured employee-owner** notifies Field Supervisor or witness to incident immediately. If the Supervisor is not available, contact a member of the Safety Team.

**Field Supervisor** contacts a member of the Safety Team and begins collecting information to document the incident until a Manager, Superintendent, or Safety Manager arrives on site to assist.

**Field Supervisor** completes the incident report in full, with collaboration from the Safety Manager, Supervisor, Project Team, or other members of leadership. The completed report shall be uploaded into KPA Flex, the Company Safety Management System, within 24 hours from the time the Safety Manager/Coordinator is notified.

**For Level I and Level II Incidents**, Safety Manager reports the injury status to the Director of Safety. Safety Manager and/or Director of Safety will work with Legal team to complete the Incident Report.

**Director of Safety** will verify that the Safety Assistant will notify Insurance carrier within 24 business hours. Carrier completes First Report of Injury.

**Safety Manager** sends notification to HR Business Partner regarding the incident and status of the injured employee-owner within 24 business hours.

**HR Business Partner (HRBP)** reviews the incident notes in KPA Flex and works with the Safety Manager to manage the claim until EO returns to Maximum Medical Improvement (MMI). HRBP will assist Safety Manager in finding modified or restricted duty.

**HR Business Partner** will submit to the injured employee-owner a modified offer letter prior to returning to work that includes:

- Location of temporary or modified work
- Work activities and items they should not be doing
- Hours they are to work
- Who is going to submit his/her time
- Rate of pay while on modified duty
- 72 hours for EO to accept the modified offer (if not, may be considered voluntarily terminated)

**Injured EO, Supervisor, Leadership and Safety Team** participate in an incident review meeting that includes a Storyboard and Post-Incident Evaluation.

### KEY INCIDENT DOCUMENTS

Witness Statements  
 Storyboard  
 Post-Incident Evaluation Form  
 Site Sketches  
 Incident Photos  
 Equipment, Tools, Materials Involved

### ROLES AND RESPONSIBILITIES

**Employee-owners** must report all work-related incidents to a supervisor as soon as possible after an incident has occurred, regardless of the severity level.

Only on Level 1 incidents, Field Supervisors must stop all involved activities and equipment to preserve the scene for investigation purposes.

**Project supervision** must ensure that medical care is provided for the injured employee-owner, ensure that unsafe conditions and at-risk behaviors are corrected immediately, and that all incidents are properly reported and investigated. For projects with Owner-Controlled Insurance Programs (OCIP), management shall notify the client per their established reporting protocol. Incident photos should be taken and sent to the Safety Manager to preserve root cause evidence.

**The safety team** shall be a resource in the incident investigation process, ensure all relevant records are properly kept, and notify regulatory agencies as required.

## REMEMBER!

**TENDING TO THE IMMEDIATE MEDICAL NEEDS OF THE INJURED TAKES PRIORITY OVER REPORTING AND INVESTIGATING.**

### INJURY MANAGEMENT PROCEDURE

#### NOTIFICATION

##### 1. Level I Incident (Critical)

- Safety Manager reports the injury to Branch EVP/VP/AVP of Operations, Director of Safety, and Safety Administrators immediately. Safety Manager notifies Legal and HR Business Partners within 4 hours. Director of Safety reports to EMT within 4 hours.

##### 2. Level II Incident (Moderate)

- Safety Manager reports the injury to Branch EVP/VP/AVP of Operations, Director of Safety, and Safety Administrators immediately. Safety Manager notifies Legal and HR Business Partners within 4 hours. Director of Safety reports to EMT within 4 hours.

##### 3. Level III Incident (Minor)

- Safety Manager reports the injury to the Operations Manager immediately via text or phone call, and the Director of Safety and HR Business Partners within 24 hours via phone call, text, or incident report submission.

#### KEY RESPONSIBILITIES

##### 1. Field Supervisor

- Provide immediate first aid to any injured employee and report injuries to the Safety Department immediately or contact emergency services if the incident results in an immediate medical emergency.
- Prepare the incident report for submission. Gather witness statements and photos and any other documentation. If necessary, lock out/tag out equipment. Provide photographs.

##### 2. Safety Managers

- Assess the severity of the injury and contact appropriate services if applicable, contact On-Site Health and Safety or transport employee to nearest, pre-coordinated clinic for further examination of the injury.
- Evaluate work release documentation or work restrictions and determine if modified duty is necessary. Contact the HR Business Partner if modified duty is required.
- Notify Insurance Carrier if they are lost time
- Share and explain work restrictions to the Legal and HR Business Partner and assist with coordination with injured employee's Supervisor.
- Update WC Status Sheet Weekly.
- Assign online retraining if necessary.
- Accompany the employee to all appointments and file documentation and update Legal and HR Business Partner as necessary.
- Update incident case notes.

##### 3. HR Business Partners

- Evaluate post incident drug screen results and determine recommended course of action.
- Make a courtesy call to the employee acknowledging the injury and to remind them that Safety will handle all injury matters and HR is there to assist with any HR business.
- Contact the injured employee's Supervisor and discuss work restriction accommodation opportunities.
- Collaborate with the Safety Manager and prepare a modified duty letter for the injured employee and coordinate with the Safety Manager for employee signature.
- Contact the Legal and the Lead of HR and provide an update on the injured employee and plan of action from an HR perspective.

##### 4. Safety Administrator

- Document the incident report.
- Check for an injury phase code in the job at which the incident occurred. If not present, request one through job cost. (9606610.10)
- Collaborate with the Safety Director and determine status of First Report of Injury.
- If needed, submit an insurance claim and notify the Safety Manager and Legal and HR Business Partner that the injury is now a WC claim. Follow up with any documentation needed to complete the claim.
- Follow the claim through completion and request a WC case worker if necessary.

##### 5. Operations Managers

- Discuss work restrictions with the HR Business Partner and Safety Manager and explore the best opportunity to accommodate work restrictions. Job at which injury occurred will incur the responsibility of direct and indirect cost of the injury and work restrictions, unless otherwise specified by Branch Manager.
- Discuss with the Project Manager and provide guidance on job cost, phase code, and work hour submissions for injured employee.

### KEY PERSONNEL

Field Supervisors  
 Safety Managers  
 Safety Administrators  
 HR Business Partners  
 Operations Managers  
 Worker's Compensation Claims Managers  
 Branch Management Teams

### KEY DOCUMENTS

Incident Report  
 Witness Statements  
 Modified Duty Letter  
 Work Release Document (Showing Restrictions)  
 Medical Treatment Declination Statement  
 Storyboard  
 Post Incident Evaluation  
 Lessons Learned