



Notice to all TriOak Employees:

In the interest of our employees receiving timely and adequate care for injuries occurring on the job, TriOak has established the following policy. This policy is intended to prevent injuries from reoccurring by investigating the incident and root causes. As with any policy or guideline, they are only effective if they are followed. By enforcing the procedure, TriOak will become a safer place to work and allow our employees to get adequate care for their injuries. This in turn should minimize unnecessary emergency room trips after hours by employees. The following policy is not created to discourage reporting, but to have accountability and continue to build on our safety culture. All injuries are taken seriously and must be reported in a timely manner.

Employees must report all injuries to their manager as soon as possible. If the injury is severe enough, but does not require emergency care, the Nurse Hotline must be called and utilized by the employee and their manager. If their manager cannot be reached, the employee must contact TriOak's Human Resources (Dial #6) or Safety Manager (Ext. 275) to assist on the call. The Nurse Hotline **(1-800-286-9911)** is a service through our Work Comp provider where a registered nurse will provide medical advice and determine the proper care. If the injury requires it, the nurse will schedule an appointment at the preferred clinic. Next, the employee and their manager will complete the **First Report of Injury Form**. The manager will then inform TriOak's HR & Safety Manager utilizing the **First Report of Injury Form**. Within 2 days of the injury, the **Injury Investigation Form** must be completed and submitted to TriOak Human Resources and Safety department. This form investigates the root causes of the injury and the results of that investigation will help prevent the same injury from happening again.

Any deviation from the before mentioned procedure by the employee or manager will result in the following disciplinary actions:

1st Occurrence

Written warning/coaching with a copy to employee's personnel file. The objective of coaching is to provide guidance to employees for improvement in safety and/or work habits to increase probability of success in working safe and longevity of employee. We do not intend to terminate a person with a coaching form.

2nd Occurrence

Written corrective action and forfeiture of the next scheduled bonus payment if earned. The objective of corrective action is to provide guidance to employees for improvement in safety and/or work habits which if not improved will result in termination.

3rd Occurrence

Termination of Employment

Print _____

Signature _____

Date _____