

Occupational Health Care Policy

November 2024

Purpose

The purpose of this Occupational Health Care Policy is to ensure the health, safety, and well-being of employees of E Light Electrical Services Inc. in the event of any occupational illness or injury. This policy outlines the procedures for responding to work-related injuries or illnesses, ensuring that employees receive timely and appropriate medical evaluation and treatment while maintaining compliance with company health and safety standards and workers' compensation regulations.

Scope

This policy applies to all employees of E Light Electrical Services Inc., including field and office personnel, who report or are involved in any occupational injury or illness, regardless of severity.

Responsibilities

Director of Education and Loss Prevention

- Oversee the implementation and enforcement of this policy.
- Maintain and update a list of occupational medical providers within a 30-mile radius for employees to choose from.
- Ensure that all supervisors are properly trained and certified in First Aid and CPR.
- Work with the medical providers, supervisors, and the employee to coordinate care and ensure appropriate job accommodations if needed.

Management

- Ensure that all supervisors and staff are trained on the procedures outlined in this policy and are aware of their roles in responding to workplace injuries and illnesses.
- Ensure that the necessary resources (medical provider list, transport arrangements, etc.) are available to employees when they report an occupational injury or illness.
- Promptly address any reported injuries or illnesses, ensuring that the employee receives immediate first aid and is provided with access to appropriate medical treatment.

- Work with supervisors and medical providers to coordinate timely transportation and care for the employee, ensuring that all medical appointments are scheduled as necessary.
- When an employee is diagnosed with a work-related injury or illness that results in temporary or permanent physical limitations, management will evaluate the situation and make reasonable accommodations wherever feasible.
- Accommodations may include modified job duties, temporary job restrictions, or reassignment to another role that the employee is capable of performing within the recommended medical restrictions.
- Accommodations will be provided as long as they do not create an undue hardship for the company, which may include financial burden, significant disruption to business operations, or compromise employee safety or the safety of others.
- If accommodations are not feasible or if the employee's restrictions cannot be reasonably accommodated without causing undue hardship, management will communicate this decision to the employee and discuss potential next steps, including exploring other work options or workers' compensation benefits.
- Ensure that any medical information received from employees, including diagnoses or treatment details, is kept strictly confidential in accordance with legal and ethical standards.
- Disclose medical information only to the extent necessary for job accommodations or safety purposes, and only to individuals with a legitimate need to know, such as supervisors or safety personnel.

Supervisor Responsibilities

- Ensure that injured or ill employees receive immediate first aid, if applicable.
- Notify the Director of Education and Loss Prevention of any occupational injuries or illnesses that occur, and initiate the process outlined below.
- Ensure the employee is given a list of occupational medical providers and that they are transported to a medical facility as needed.
- Maintain confidentiality regarding any diagnosis or medical treatment of employees, only disclosing information when necessary for job safety or medical compliance.

Employee Responsibilities

- Report any work-related injury or illness immediately to their supervisor or another designated individual within the company.

- Cooperate with the process to ensure a timely medical evaluation and treatment, if necessary.
- Follow all prescribed treatments or restrictions as recommended by medical providers.

Procedure for Handling Occupational Injuries or Illnesses

Whenever an employee reports or is involved in a work-related injury or illness, the following process shall be followed:

1. Employee Reports Injury or Illness

- The employee must immediately report any work-related injury or illness to their supervisor. If the supervisor is not available, the employee should report it to the next available person in charge.
- Supervisors must take immediate action when they become aware of an injury or illness, whether it is reported by the employee or witnessed by the supervisor.
- The Director of Education and Loss Prevention must be notified immediately of any injury or illness, regardless of the severity.

2. First Aid

- A supervisor or trained employee will provide basic first aid, as needed, using the proper equipment and techniques.
- First Aid will be administered by individuals who are certified in First Aid/CPR, as all E Light Electrical Services Inc. supervisors are trained and certified in these procedures.

3. Notify Director of Education and Loss Prevention

- The supervisor must immediately notify the Director of Education and Loss Prevention to report the injury or illness and initiate the process of obtaining medical care.
- The Director will advise the person making the notification of the documentation, reports, and steps that need to be completed and will then notify all supervision, management and executives of the incident.

4. Provide List of Occupational Medical Providers

- The employee will be given a list of approved occupational medical providers located within a 30-mile radius of the worksite.
- The list will include the names, addresses, and contact information for local medical clinics and occupational health centers where the employee can seek treatment.

- The employee will be asked to choose which provider they wish to use from this list. The employee must make this choice. No member of supervision or management is allowed to offer opinions or suggestions concerning the choice of provider.

5. Transport to Medical Provider

- A supervisor or designated E Light Electrical Services Inc. safety representative will transport the employee to the selected medical provider for evaluation and treatment.
- If immediate treatment is necessary, the supervisor will make arrangements for prompt transport to the medical provider.

Confidentiality

All diagnoses, treatments, and medical records related to the employee's injury or illness will remain confidential and shall only be disclosed to management and supervisors when necessary to ensure compliance with physician recommendations (e.g., temporary work restrictions, modified duties).

Information will only be shared on a "need-to-know" basis in order to facilitate workplace accommodations and ensure safety.

The employee's consent will be required for any disclosure of medical information beyond the necessary scope.

Workers' Compensation Coverage

All work-related injuries and illnesses are fully covered under E Light Electrical Services Inc.'s workers' compensation insurance policy.

No employee shall be required or expected to cover any costs related to their work-related injury or illness out-of-pocket.

The company will ensure that all claims are filed promptly, and all medical treatments, including transportation costs to medical facilities, are covered by the workers' compensation insurance.

Training and Certification

All E Light Electrical Services Inc. supervisors are required to be certified in First Aid and CPR.

Supervisors will maintain current certifications and will participate in ongoing safety training to ensure they are able to respond effectively to workplace injuries or illnesses.

Work Restrictions and Job Accommodations

If a physician determines that the employee is temporarily unable to perform their regular duties due to a work-related injury or illness, the company will make reasonable

accommodations, which may include temporary job restrictions or a change in job duties. E Light's belief is that working

The employee will be consulted and may be assigned to a different role, if necessary, during their recovery, consistent with medical recommendations.

- Supervisors will be informed of any job restrictions, and the employee will be monitored to ensure compliance with those restrictions until they are cleared for full-duty work.

Reporting and Documentation

All injuries and illnesses, including those requiring medical treatment, must be documented in the E Light Electrical Services Inc. "Accident Report" forms.

Detailed records will be maintained by the Director of Education and Loss Prevention and any follow-up actions, including treatment and accommodations, will be documented accordingly.

No Retaliation

E Light Electrical Services Inc. has a strict policy against retaliation. Employees who report injuries or illnesses, or seek medical treatment under this policy, will not be penalized or discriminated against in any way.

Employees who feel they have experienced retaliation are encouraged to report the matter to management or human resources for immediate investigation.

Employees have the right to report directly to the Occupational Safety and Health Administration if they believe they have been the subject of retaliation.

Policy Review and Updates

This policy will be reviewed and updated annually, or sooner, if necessary, to ensure it reflects the most current laws, regulations, and best practices. Updates will be communicated to all employees, and training will be provided as needed.