



Safety Pays For Life

Part of the Avitus Group 5-in-1
Safety Training Series



AVITUS GROUP[®]
Simplify, Strengthen and Grow Your Business

Introduction

Section 1: Introduction

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Contact Information

TRAINING@AVITUSGROUP.COM

The materials and accompanying video provide general information on the subject with practical application for use in the workplace. These materials are designed to increase education and awareness to help the learner identify situations when they need to get their supervisor or employer involved. It is the on-site employer's responsibility to make sure the employees are trained in proper safety practices and that those practices are followed. Avitus Group always recommends contacting a certified Safety professional and/or legal counsel that specializes in the Safety laws specific to your state.

Safety laws and regulations change often at the federal, state, and local level, therefore some information may not be current. Because of the constant changes to the law, these materials repeatedly recommend contacting your Safety department or your Avitus Group representative for help.

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Our purpose: Fast, effective, and practical training that improves productivity in the workplace.

Tips: Each section only take a few minutes. If multiple section are to be covered, keep the fast pace going. First watch the video content for the selected section. Stop the video and answer the questions at the end of the section. If watching in a group, each learner should answer the questions in the manual first and then discuss the answers with the group.

SECTION 1

Introduction

When employers and employees work together safely, preventing accidents and injuries, safety can quite literally “pay you for life”.

Workers' Compensation Insurance

Employers are mandated to buy workers compensation insurance.

Every time the business sells a product or service, workers compensation insurance is part of the cost to deliver that product or service.

The more claims you have, the more your rates go up. Our goal is to maintain a safe work environment and keep those rates and costs down.

Every dollar that a company pays out for accidents and injuries, results in a dollar that is never again available for wages or benefits.

When an employee is seriously injured and has to miss time from work:

There is a waiting period in which no wage loss is paid at all.

After the waiting period, the injured employee only receives about two-thirds of their average weekly wage.

You make much more money by being safe.

Reducing accidents and injuries will:

Increase the money available for employee wages.

Increase the money available for employee benefits.

Increase the money available for materials and equipment.

Increase the money available for you and your family.

Therefore increasing your own personal wealth.

Increasing the likelihood that you will have a healthier life as well.

Working together safely is the responsible thing to do economically for you, your family, and your company. We all win by working together safely.

SECTION 2

Accident Reporting

DEFINITION: Accidents are unplanned events, which interrupt production or service and result in loss such as injury, property or time.

When an on-the-job injury occurs, be sure to follow these steps:

1. Provide the injured person with first aid and make sure the area is safe.
2. Employees must notify their supervisor of any injury, regardless of its severity.
3. Notification of the injury must be provided to the supervisor either during the shift that it happened on, or as soon as the injury is recognized.

If your company is a member of Avitus Group, the supervisors must contact Avitus Group to inform us of the accident.

Supervisors must complete the Employee Injury Report form. If no medical care is required, the Employee Injury Report is the only form that needs to be filled out.

If an on-the-job accident has resulted in an injury that requires professional medical care, please complete the following steps:

1. In addition to completing the Employee Injury Report, supervisors will also need to ensure that a worker's compensation insurance First Report form is completed.
2. The First Report form must be completed and sent to Avitus Group no later than 24 hours after notification of the incident. **EVEN THE SLIGHTEST DELAY IN SUBMITTING THIS INFORMATION MAY JEOPARDIZE WORKERS' COMPENSATION INSURANCE BENEFITS.**

SECTION 2

Accident Reporting

AVITUS GROUP
Simplify, Strengthen and Grow Your Business

Safety & Risk Management Department
PO Box 2506 • Billings, MT 59103
avitusgroup.com

EMPLOYEE INJURY REPORT

Instructions:

- All injuries must be reported to Avitus Group on the same shift that they happen. Questions? Just call us.
- Please answer all of the questions below as best you can. You will be contacted if more information is needed.
- Do not delay reporting an injury if all of the information is not available. Answer as many questions as you can.
- E-Mail to: safety@avitusgroup.com or Fax this form today to: 406.869.7598 • Safety & Risk Management.

1. Business Name: _____ Location or Store# (if any): _____

2. Street Address: _____ State: _____ Zip: _____

3. City/Town: _____ Job Position/Title: _____

4. Employee Name: _____ Is this a Full-Time Employee? Yes No

5. Employee's Date of Birth: ____/____/____

6. Employee's Mailing Address (Address, City, State & Zip): _____ or (_____) _____

7. Employee's Contact Phone Number: (_____) _____

8. Date Supervisor Was Notified of Injury: ____/____/____ How?: _____

9. Supervisor Name: _____ Supervisor Contact Phone: (_____) _____

10. Date and Time of Injury: ____/____/____ in Country: _____ State: _____

11. Location where the injury happened (shop, job site address, etc.): _____

12. What was the employee doing when injury happened: _____

13. Name(s) of Witness(es): _____

14. Treatment? None Needed First Aid Emergency Dept. Clinic/Dr. Office Other

15. Was Professional Medical Treatment Required? Yes - Continue with this question No - Go to # 16

• Name and Location of Medical Provider: _____

• Phone Number of Medical Provider: (_____) _____

16. Was more than 1 day lost from work? Yes - Continue with this question No - Go to # 17

If Time Was Lost From Work:

• First Full Day Off Work: ____/____/____ • Number of Workdays Lost? _____ Days

• Date Returned to Work: ____/____/____ • Number of Days on Restrictions? _____ Days

17. Employee's Usual Work Schedule: _____ Usual Days Off: _____

18. Body Part(s) Injured (right arm, left ankle, back, etc.): _____

19. Describe the injury (i.e., sprain, strain, fracture, etc.): _____

20. How Did the Injury Happen (cause of injury, use additional pages if needed)? _____

21. What actions, events or conditions contributed most directly to this injury (use additional pages if needed)? _____

22. Corrective Action Taken (or will be taken) on (or by) Date: ____/____/____

23. Do you question any aspect of this injury? No Yes - If "Yes" please explain below - or call us.

24. Are there any other comments or information that we should know about (use additional pages if needed)? _____

25. Name/Title of person completing form: _____ Phone Number (_____) _____

Avitus Group: E-Mail: safety@avitusgroup.com • Fax: 406.869.7598 • Voice: 1.800.454.2446 or 406.255.7470

When completing the First Report, the injured employee or the supervisor must complete the "Employee" part of the First Report form.

Make sure that the injured employee signs this form.

The Avitus Group Safety and Risk Management Department can complete the "Employer" sections.

SUMMARY: When an on-the-job injury occurs:

1. Provide first aid and make sure the area is safe.
2. Notify your supervisor.
3. Notify your supervisor ASAP before the shift is over.

If you are an Avitus Group member:

1. Supervisors contact Avitus Group
2. Complete the Employee Injury Report
3. If professional medical care is required, fill out a work comp claim First Report and send to Avitus Group within 24 hours.

SECTION 3

Accident Reporting Final Steps

Once the Employee Injury Report and First Report forms have been completed they must be faxed or emailed to Avitus Group within 24 hours of the incident.

Fax 406-869-7598

Email safety@avitusgroup.com

IMPORTANT: Be sure to inform the injured employee that they should list Avitus Group as their employer on all medical forms.

Once Avitus Group receives the Employee Injury Report and First Report, the injury will be reviewed and investigated.

Please also remember to have all medical facilities contact Avitus Group for claim numbers and information on where to submit medical and prescription bills.

All return-to-work and/or physical restriction orders should be faxed directly to Avitus Group.

Supervisors and injured employees must also keep the Avitus Group Workers' Compensation Team Supervisor informed of:

Lost time

Changes in medical/injury status

Return-to-work

Restrictions

Any other complications or employee needs

Live follow up Q & A is available for this training. Just call 1.800.454.2446 or visit our website to learn more. Open your workbook and take the final quiz to receive your certificate.

Thank you and please have a safe day, every day.

QUIZ

Safety Pays for Life

True/False, 10 points

1. Working together safely and preventing accidents and injuries can actually pay you for life.
 True False

Multiple Choice, 10 points

2. The money your employer pays out for workers' compensation insurance comes from:
 The sale of products and services Employee contributions
 Grants from the insurance company None of the above

True/False, 10 points

3. Every dollar that a business pays out for accidents and injuries is a dollar that is never again available for your wages or benefits.
 True False

True/False, 10 points

4. A serious injury that affects your health for the rest of your life will limit your income potential for the rest of your life as well.
 True False

Multiple Choice, 10 points

5. Reducing accidents and injuries will:
 Increase money available for employee wages and benefits
 Increase money available for materials and equipment
 Increase money available to you and your family
 All of the above

QUIZ

Safety Pays for Life

Multiple Choice, 10 points

6. When an on-the-job injury occurs that does not result in professional medical care, what paperwork must supervisors complete?

- OSHA Log 300 Employee Injury Report Form
 Employee Injury Report Form and First Report Form None of the above

Multiple Choice, 10 points

7. What paperwork must be completed by supervisors when an on-the-job injury occurs resulting in the injured person needing professional medical care?

- OSHA Log 300 Form Employee Injury Report Form
 Employee Injury Report Form and First Report Form None of the above

Multiple Choice, 10 points

8. Paperwork for injuries requiring professional medical care must be faxed and mailed to the Avitus Group no later than ___ hours after notification of the incident.

- 48 2
 24 36

True/False, 10 points

9. Avitus Group will not review or investigate any on-the-job employee injuries.

- True False

Multiple Choice, 10 points

10. Injured employees and supervisors must keep the Avitus Group's ___ informed of any lost time, changes in medical/injury status, return to work, restrictions or other complications or employee needs.

- Workers' Compensation Team Supervisor
 Site Manager CEO Nurse



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