

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.

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.

Questions

Questions

1. Explain how Workers Compensation Insurance is similar to auto insurance.

2. If injured and you have to miss work how much of your average regular wage will you receive?

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.

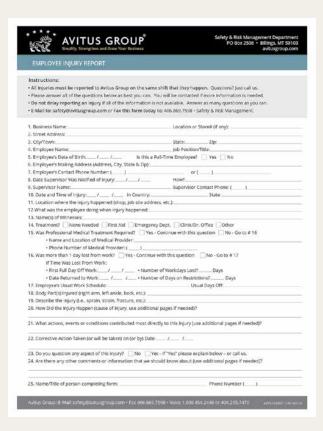
If your company is a member of Avitus Group, the supervisors must contact Avitus Group to inform us of the accident.

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.
- 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.

Accident Reporting



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.

Questions

Questions

1. What is the definition of an accident?

2. How soon must the supervisor be notified of an injury?

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.

Safety Pays for Life

QUIZ

Safety Pays for Life

