



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Health & Safety in the Workplace

### **Purpose**

The Company's OSHA Health & Safety in the Workplace Policy provides procedures and explains responsibilities concerning workplace safety. This Policy applies to all employees, visitors, consultants, temporary personnel, and other individuals on Company or Customer premises.

Safety must be a primary concern of all individuals. Company safety rules and applicable federal, state and local safety laws must be followed by employees and other individuals on Company or Customer property.

### **Policy**

It is the policy of GSI to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by GSI or by federal, state or local law. It is the responsibility of all employees to ensure their safety at all times while working for GSI.

This policy will provide an income continuation program for employees whom have been injured during company time and on company or customer premises or develop a work-related illness during the course of employment for GSI, that requires medical, surgical, or hospital treatment. All employees are provided coverage by this program from the first day of employment with GSI. GSI provides for the cost of this protection that covers illnesses and injuries resulting from work-related accidents and illnesses.

### **Procedure**

#### **Introduction**

In responding to employee injuries, GSI's objectives are to:

1. Initiate Workers' Compensation benefits promptly, to minimize the financial impact on the injured employee.
2. Provide appropriate and effective medical care and to prevent re-injury.
3. Assist employees in returning to work promptly and safely.

This policy references to GSI employees located in all of the GSI work locations. The variables per state may differ, i.e. lost time requirements, percentage of salary continuation, etc. This policy is a basic guideline of what process to follow in the course of a work-related injury.

#### **Managers Responsibilities – ALL States**

The manager must ensure that the injured employee follows the instructions presented above and completes a First Report of Injury (FROI) as soon as possible.

If the work related injury or illness results in lost time from work, the manager must ensure that the employee does not return to work until a written Return-to-Work certification from the treating

physician is obtained, certifying their abilities to perform their regular work satisfactorily without endangering themselves or fellow employees. The injured employee must not be held off from duty or allowed to hold himself/herself off from duty without prior authorization from the treating physician.

Physical restrictions specified by the treating physician will be considered in assigning work to the returning employee. Managers are responsible for ensuring that employees under their supervision understand and comply with all Company safety rules, regulations, and procedures. Managers' safety responsibilities include:

- a. Being familiar with all safety and health procedures relevant to the operations under their supervision
- b. Inspecting their work areas periodically
- c. Training their employees in safety matters or arranging for safety training where appropriate
- d. Identifying conditions that are recognized in the Company's industry as being unsafe
- e. Reporting accidents and injuries to the Corporate HR Department immediately and ensuring that any injured employee is referred to appropriate medical care.

### **OH Employees**

#### **Employees' Responsibilities**

Employee's who sustain a work-related injury or illness must inform their supervisor AND Corporate HR Department (1-888-423-5855) immediately or as soon as possible. If the injury happens to occur during off business hours (other than Monday thru Friday from 8:00 am-5:00 pm), please make contact as soon as possible. If injured requires immediate medical treatment, report to the nearest Emergency Room immediately for evaluation and treatment. Inform the treating facility that GSI is state insured, policy # 721701.

Employee needs to complete, as soon as possible, a First Report of an Injury (FROI) Form completing all information requested. The FROI needs to be submitted to HR immediately for processing with the state of Ohio.

### **AL, MD, TX, NM, GA, FL, VA, IL, CA, TN, WV, MI, PA Employees**

#### **Employees' Responsibilities**

Report injury immediately to your manager AND the Corporate HR Department (1-888-423-5855). If the injury happens to occur during off business hours (other than Monday thru Friday from 8:00 am- 5:00 pm eastern time), please make contact as soon as possible. If injured requires immediate medical treatment, report to the nearest Emergency Room immediately for evaluation and treatment. Inform the treating facility that GSI is covered for worker's compensation claims through Chubb Group of Insurance Companies, Policy # 71736486. The employee needs to contact Chubb to file the First Report of Injury (FROI), as follows:

- a. 1-800-669-9916
- b. Dial policy # 71736486 when prompted

c. Chubb will gather claim information, and complete the First Report of Injury (FROI) form, and file it with the state the injured employee is in

Employees should report to the Corporate HR Department and their Supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees or customers.

### **Coordination of Benefits with Workers' Compensation**

If an employee is placed on a workers' compensation leave of absence (LOA), leave accruals will continue for the time period involved up to 90 days.

The employee who is on a workers' compensation LOA will be able to continue their medical insurance and other coverage's, in accordance to the Family and Medical Leave Act, by paying their usual employee premium for a period of 90 days. After that date, the employee may continue their coverage's under **COBRA provisions at the COBRA rate.**

When the employee returns to work, a certification from the treating physician, returning the employee to with no restrictions, must be submitted by the manager to HR.

Neither GSI or the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Global Solutions International, LLC.