

INJURY CASE MANAGEMENT FLOW CHART

(In the event a supervisor is not available to accompany injured employee to the company physician's Clinic or Hospital ER an appointed designee is to accompany the employee.)

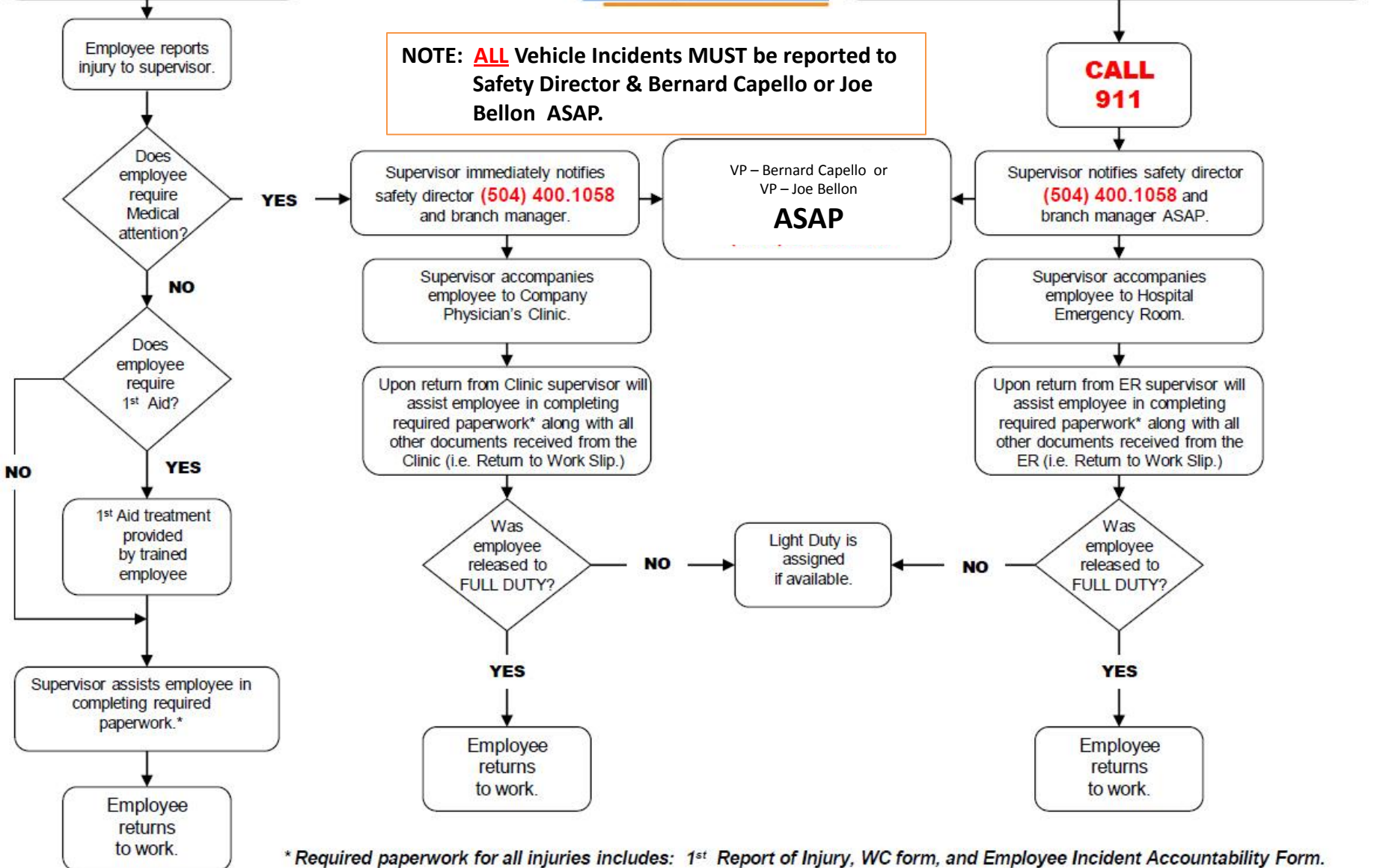
REAGAN

Power & Compression Since 1946

EMPLOYEE HAS WORK RELATED INJURY

EMPLOYEE HAS WORK RELATED INJURY REQUIRING IMMEDIATE EMERGENCY MEDICAL TREATMENT

NOTE: ALL Vehicle Incidents MUST be reported to Safety Director & Bernard Capello or Joe Bellon ASAP.



* Required paperwork for all injuries includes: 1st Report of Injury, WC form, and Employee Incident Accountability Form.

INCIDENT INVESTIGATION PROCEDURE

The logo for REAGAN, featuring the word "REAGAN" in large, bold, orange capital letters. Above the letters "E" and "A" are horizontal lines, one blue and one orange. Below the word "REAGAN" is the text "Power & Compression" in a smaller, black font, with "Since 1946" to its right.

Power & Compression Since 1946

Incident Reporting Steps To Be Completed By the Manager / Supervisor:

Step 1

Company Report

As soon as possible the [First/Initial Report of Injury](#) and/or the [Auto Accident Report](#) should be completed with the injured employee.

NOTE: *When deemed necessary, the safety department will facilitate a RCA (Root Cause Analysis) Investigation.*

Step 2

State Workers' Compensation Report

Fill out the appropriate Workers' Comp Form below:

[Louisiana WC Form](#) [Alabama WC Form](#) [Florida WC Form](#) [Georgia WC Form](#) [Mississippi WC Form](#)

Step 3

Employee Incident Accountability Form

The supervisor/manager should assist the employee in filling out this form and both agree on corrective action needed to prevent recurrence.

[Accountability Form](#)

Step 4

Doctor Return To Work Slips - *Make sure EACH & EVERY TIME employee goes to doctor (should be the company physician) that he/she returns with a Return To Work Slip. NOTE: The employee may be referred to a specialist by the company physician. Fax or email a copy of **ALL** reports and Return To Work Slips to the corporate safety director ASAP.*

NOTE: ALL reports and medical records (including originals) should be forwarded to corporate headquarters in Gretna, LA. Locations **SHOULD NOT** copy nor keep any of these **CONFIDENTIAL** records at the local level.

EMAIL: [GREG SAVOY – Safety Director](#)

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