

Merchco Services, Inc.

Human Resource Policy & Procedures

Work Related Injuries

A General Note – It is mandatory that every Merchco Services employee follow the instructions detailed below.

Policy –

- All Merchco Services employees are required, without fail to have their safety card with them at all times. It is mandatory that this is kept in the employee's toolbox or wallet. If you do not have a safety card, you may request one from your Account Manager or from the Human Resources Manager and one will be sent to your home address.
- Along with the safety card, employees should have the latest "First Report of Injury Report". You may print a few copies of the report and place the document in your toolbox.

Process –

- If an employee is injured at work, whether or not medical treatment is required, a "First Report of Injury" must be filled out and submitted to Human Resources within 24 hours. Please make sure to fill in all applicable information to prevent reporting delays.
- If treatment is required, the supervisor, or when working alone, the injured must call (888) 879-8813 during Business Hours, if After Hours please call (210) 313-7391 IMMEDIATELY and speak to the Human Resources Manager. The "First Report of Injury" must be completed with Physician/Hospital/witnesses information along with any documentation concerning treatment from the medical provider and submitted to Human Resources within 24 hours.
- The supervisor must gather and submit any witness statements to Human Resources with 24 hours.
- A 5-panel drug screen must be administered anytime an employee is injured and/or there is property damage involved. The results must be faxed to 1 (800) 233-4097 by the facility performing the test.
- 5-panel drug screens must be performed immediately after the employee is treated at a medical facility. If the location performing the initial medical treatment does not perform 5 panel drug screens then a local provider can be found by contacting the Human Resources Manager.
- If the injured employee is required to take any time off due to the injury, a doctor's excuse must be submitted to Human Resources within 24 hours. Under no circumstances may an employee return to work when excused by a doctor, without a release from a doctor. An injured employee must submit, when excused by a doctor, without any lapse of time, a continued doctor's excuse or a full release to work.

PLEASE PRINT THESE INSTRUCTIONS AND THE FIRST REPORT OF INJURY REPORT AND KEEP THEM IN YOUR TOOLBOX.