



## K2 Injury Reporting Policy

Physical Address: 9498 S 670 W – Sandy, UT 84070

### Workplace Injury Reporting & Response Policy

#### **Reporting a Workplace Injury:**

Employees who sustain a workplace injury must immediately report the incident to their immediate supervisor. If the immediate supervisor is not available, the employee should report the injury to the next level of management.

#### **Completing an Injury Report:**

Upon reporting the injury, employees are required to complete an Injury Reporting Form (page 2). This form should include details about the incident, including the date, time, location, and a description of how the injury occurred.

#### **Medical Attention:**

If the injury is an emergency, employees should call 911 or ask their foreman to drive them straight to the hospital. If it is not an emergency, employees should seek medical attention at either Medallus Medical InstaCare or Concentra InstaCare.

#### **Urine Drug Screening:**

Following a workplace injury, employees may be required to undergo a urine drug screening as part of the investigation process. This is to ensure a safe and drug-free work environment. Refusal to undergo a drug screening may result in disciplinary action and/or termination.

#### **Safety Protocol Violations:**

If the injury occurred due to a failure to follow established safety protocols, a written warning will be issued to the employee. Continued violations of safety procedures may lead to further disciplinary action.

#### **Light Duty Policy:**

After meeting with the medical provider, employees may be placed on light duty based on medical restrictions. The Light Duty Work Policy (page 3) will be followed to provide modified tasks that align with the employee's restrictions.

#### **Confidentiality:**

Information related to workplace injuries, medical records, and drug screening results will be treated with the utmost confidentiality. It is the employee's responsibility to gather and produce any medical paperwork from the Medical provider. The employee gives K2 Electric the right to contact medical providers on their behalf for any paperwork and to consult with the medical provider about their condition.

This policy will be reviewed periodically to ensure its effectiveness and may be modified as needed



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## Notice of Injury Form

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

What work were you performing at the time of the incident: \_\_\_\_\_

\_\_\_\_\_

Who were you working with at the time of the incident: \_\_\_\_\_

\_\_\_\_\_

Where were you working at the time of the incident: \_\_\_\_\_

\_\_\_\_\_

Other information that might be important: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee(s) Involved: \_\_\_\_\_

Employee Preparing Form: \_\_\_\_\_



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## Light Duty Work Policy

### **Policy Statement:**

K2 Electric recognizes the importance of supporting employees who may have temporary medical restrictions due to injury or illness. This policy is designed to provide eligible employees with modified tasks that align with their medical restrictions, promoting a safe and productive work environment. Employees on light duty are expected to perform assigned tasks to the best of their ability while adhering to their medical restrictions

### **Eligibility Criteria:**

Employees are eligible for light duty work if they provide a medical certification from a licensed healthcare professional specifying restrictions that affect their ability to perform regular job duties. The restrictions should be clear and detailed, indicating the need for modified tasks.

Light duty tasks may include, but are not limited to:

- Software Training
- Nicet Level 1 Certification
- OSHA 30 Certification
- OSHA 10 Certification
- Procore Training
- Project Management Assistance
- Office Staff Assistance
- Sweeping & cleaning duties
- Other tasks deemed suitable by the supervisor, considering restrictions

### **Duration of Light Duty:**

The duration of light duty will be determined based on the medical certification provided by the healthcare professional. It is subject to periodic review, and any changes in restrictions or improvements in the employee's condition should be promptly communicated

### **Requesting Light Duty:**

Employees must submit a written request for light duty along with the medical certification to Justin Knight. The request will be reviewed promptly and, if approved, a modified work plan will be developed

### **Supervisors Are Responsible For:**

Collaborating with the employee to create a suitable modified work plan  
Monitoring the employee's performance on light duty  
Communicating any changes in restrictions or improvements in the employee's condition

**Confidentiality:** Medical information related to light duty requests will be kept confidential and disclosed only to individuals involved in the approval and implementation process

**Non-Compliance:** Failure to comply with light duty expectations may result in the re-evaluation of the employee's eligibility for continued light duty and may impact employment status