

Safety Policy & Procedure Manual		Section:	Date: 11-9-2015
		Revision:	
Subject: <p style="text-align: center;">Return to Work Program</p>			

Light Tower Rentals, Inc. (LTR) has developed a return-to-work program. Its purpose is to return workers to employment at the earliest date following any work-related injury or illness in order to speed recovery and reduce insurance costs. Employees who have physical limitations from an injury or illness will have their job duties modified or will perform alternate duties until they are able to perform their regular jobs again.

The return-to-work program has several objectives. First of all, LTR's goal is to help its employees. The return-to-work program allows employees to return to work faster after an injury or illness. Returning to work as soon as possible:

- Minimizes the employee's loss of income;
- Makes the transition back to regular duties easier, physically and psychologically; and
- Keeps up the employee's self-esteem because he/she can continue to perform useful and meaningful work.

Secondly, LTR also benefits from the return-to-work program. An employee who continues to work, even in a restricted capacity, allows the company to continue utilizing the employee's skills and keeps up productivity.

Employees who were injured on the job will be covered under the AIG plan that is offered by this company. However, injuries that occur in monopolistic workers compensation states like North Dakota, Wyoming and Ohio will be covered through that states workforce safety program. Employees will be required, if able, to participate in the return-to-work program.

Return-to-Work Procedures

If an employee cannot perform his/her regular job duties because of an injury or illness, he or she will be offered modified duties that meet the restrictions offered by the treating physician. If the employee cannot work due to injury or illness, he or she should contact the company on a regular basis (after each doctors visit) to keep the company up-to-date on his or her status.

When the time is appropriate (as determined by the company, the employee, and the medical professional treating the employee) for the person to resume some form of work, the company will request that a medical professional complete a return-to-work statement. The statement should summarize the employee's current physical abilities and what physical tasks the employee should not perform.

LTR has or will prepare written job descriptions outlining the work tasks each employee performs. A recovering employee will be given a job description to take to his or her medical professional to help the treatment provider better understand the employee's job and prepare a more thorough return-to-work statement. Once completed, the return-to-work statement should be sent to the safety manager designated for that region. Responsible personnel will forward the statement to LTR's insurance care provider or to the appropriate workforce safety program in monopolistic states.

Subject:

Return to Work Program



Return to Work Duties

Based on the medical professional's return-to-work statement, a return-to-work program representative and the employee's manager will determine what regular job duties the employee can perform, what job duties the employee can perform with some modifications or if the employee should be given alternate duties. (A returning employee's temporary job duties may be a combination of regular, modified and alternate duties.)

While the assigned work may be considered "light" in terms of its physical demands (if that is what is necessary based on the injury or illness), all returning employees will be asked to perform tasks that are necessary and meaningful to LTR's operations.

In the case of a field technician in the return-to-work program, LTR will first assess the employee's return-to-work statement and determine if the company has driving duties the employee could continue to perform within his or her restrictions. If continued driving is not an option, LTR will try to assign alternate duties that are not driving-related and utilize the employee's specialized knowledge and skills. For example, duties in coordinating, or the training of other drivers. If this is not a workable option, the employee will be assigned other duties at LTR's facility.

Returning employees who have concerns about their return-to-work duties should consult their safety manager, a human resources representative or their medical professional. Under no circumstances will employees be assigned tasks or allowed to perform tasks that do not meet the approval of a medical professional.

Because the return-to-work program is intended to be a transition back to an employee's original job, employees in the return-to-work program will not be allowed to keep their alternative job duties after they have recovered.

Compensation and Benefits

Employees who were injured on the job that have not returned to work and those on restricted duty - will receive coverage at no cost to the employee, all related medical expenses will be 100% covered and the injured employees will be compensated on a wage continuation basis at their hourly wage for 8 hours per day/40 hours per week without any waiting period for the duration of the disability.

Periodic re-evaluation

After each scheduled re-evaluation that is set by the medical professional, the medical professional should prepare a written statement concerning the employee's physical progress. The employee will submit this statement to their designated company safety manager or safety officer. As the employee's recovery continues, job tasks may be reassigned to match the employee's increased ability. When the medical evaluation indicates the employee can resume his/her original job, the employee will do so after completing Work Steps and return-to-work drug testing.