

POLICY NAME: Workplace Injury

Effective Date: January 1, 2018

POLICY STATEMENT:

It is the policy of Golden Bridges, Inc. that any injury which occurs during work hours, or in the workplace be reported to the Owners and that appropriate treatment be administered, as necessary.

Definitions:

Team Lead is the Owner or employee assigned by the Owner(s) as the point of contact for employees and/or clients on a specific job or work site.

Procedure:

In the event of a workplace injury of either a partner, branch manager, or a staff member, proper procedure shall take place which could include a visit to an urgent care facility or emergency room depending on the nature of the injury.

Partner/Branch Manager/Team Lead on the job is responsible for notifying all partners by the end of the day in which the injury occurred. If the injury requires a visit to the emergency room Partner shall notify at least one of the other partners immediately.

An incident report will need to be completed by Team Lead and/or employee within 24 hours.