



ARKAY INJURY REPORTING POLICY

STANDARD PROCEDURES of a RETURN-TO-WORK (RTW) PROGRAM

- Injuries are reported to the site CSO and/or OFA for assessment.
 - Arkay workers are required to report injuries as soon as possible to both site first aid and Arkay for assessment and treatment.
- The worker and supervisor must complete a First Aid Report and an Incident report, and both forms are to be submitted to the Arkay office within 24 hours.
- Workers must report the results of medical appointments as well as doctor letters including outlining length of absence.
- A doctor letter outlining physical limitations must be completed prior to RTW.
- If a GRTW (Gradual Return-To-Work) is required, a doctor letter outlining physical limitations and time limitations must be completed prior to the GRTW.
- Depending on the injury, a RTW plan may be formulated for the injured worker. Upon review of the worker's GRTW letter, a RTW (or GRTW) plan may be formulated for the worker.
- Failure to complete a RTW or GRTW form may delay a worker's RTW.
- The injured worker will work closely with Arkay management during the modified or alternate duties.

If you need assistance in understanding what is written, contact Evangeline Blanchard, Arkay Safety Coordinator, by phone at 778-710-7019 or text until 7pm.

Arkay Contracting: distributed May 2022

Arkay Contracting Ltd.



Policy Agreement regarding:

Reporting injuries and near miss incidents

By signing the following, I understand that, while employed with Arkay Contracting Ltd, I am to report any and all injuries, no matter how minor, as well as any near miss incidents. This means if any of the aforementioned occurs I will call

Evangeline Blanchard, Arkay Safety Coordinator

Phone: 778.710.7019, Email: safety@arkaycontracting.com

on the day of injury or incident

and follow procedures as outlined in the both the Arkay occupational health and safety manual, and by the Arkay safety coordinator as directed. Failing to do so may mean employment with Arkay ends immediately if still within Arkay's probation period. Failing to do so after Arkay's probation period may result in a written safety violation or further investigation as to why Arkay's policy and procedures were not followed.

Name:	
Signature:	
Date:	
Arkay Representative:	