



ON THE FRONT LINES
OF WORKPLACE LAWSM

MODEL OCCUPATIONAL INJURY AND ILLNESS REPORTING POLICY

The Company recognizes that it is important that all workplace injury and illnesses are reported to management as soon as reasonably possible after they occur. Prompt reporting allows for prompt identification and correction of hazards and prompt medical attention for injuries. In some instances, an employee may not immediately realize that he or she has been injured or made ill. In such circumstances, the employee must report the injury or illness as soon as reasonably possible after becoming aware of the injury or illness.

Therefore, the following policy applies to all work related injury and illness reporting:

1. An employee who is at work when he or she becomes aware of an injury or illness must report it as soon as reasonably possible, but in no event later than leaving the plant or 8 hours after becoming aware of the injury or illness, whichever is earlier. The report must be made to the employee's supervisor, or, if prompt medical attention is needed, to the company's emergency medical provider.

2. An employee who is not at work when he or she becomes aware of the injury or illness must report it as soon as reasonably possible, but in no event later than 8 hours after becoming aware of the injury or illness. The employee must report the injury or illness by calling his or her supervisor or the applicable "call-in" telephone number explaining that he or she is reporting a work related injury or illness.

3. No employee who complies with this policy will be disciplined for not promptly reporting an injury or illness.

All supervisors and managers must not interfere with, or attempt to discourage, reporting under this policy.

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