

# Safety Program Employee Acknowledgement

I acknowledge receipt of the company's Safety Program Manual, and understand that it is my responsibility to read and comply with its contents. Should I have any questions regarding the contents of this Safety Program or my responsibilities, I will address them with my Supervisor or the Human Resources Manager.

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Employee printed name

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Employee Signature

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Date



# Safety Program

# **Safety Program**

## **VRC**

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**Section I**

**Injury & Illness Prevention Program**

It is in everyone's best interest to work safely and maintain a safe working environment. Employees should familiarize themselves with emergency procedures, the location of first aid supplies and fire extinguishers.

Safety is everyone's responsibility. Valley Radiology Consultants makes every effort to prevent accidents by establishing safe procedures and by providing proper equipment, instruction and safe guards. Each of us has an obligation to our visitors, fellow employees and ourselves to do all we can to prevent accidents.

The Company is committed to providing employees with a safe work environment. The following are examples of steps we have taken to actualize this goal: An Injury and Illness Prevention Program (IIP); a system employees can use to report hazardous or unhealthy work conditions without fear of reprisal; procedures for investigating and addressing accidents and unsafe conditions; training in healthful/safe work practices. We count on employees to actively participate in our safety programs and training sessions.

Employees are responsible for using all equipment safely, following safety procedures and reporting any conditions that may be unsafe. Employees can do their part in promoting safety and preventing accidents by observing the following practices:

- Employees must learn the fire rules, the location of fire alarm boxes and their own responsibilities in case of fire.
- Help to avoid fires by eliminating fire hazards wherever they are found
- Do not operate electrical equipment with wet hands
- Report promptly all unsafe or potentially hazardous conditions, such as wet or slippery floors, equipment left in hallways, exposed wiring, careless handling of equipment, defective equipment
- Report immediately all accidents and/or injuries, however minor, to supervisory personnel
- Always be on the alert for safety hazards
- Always practice good body mechanics in handling, lifting and pushing materials

Always think safety first, eliminate a hazard that may cause an accident, report unsafe conditions, and be alert and careful.

The Injury and Illness Prevention Plan administrator has the authority and the responsibility for implementing and maintaining this IIP for Valley Radiology Consultants.

All managers and supervisors are responsible for implementing and maintaining the IIP Plan in their work areas and for answering worker's questions about the IIP Plan. A copy of this IIP Plan is available from each manager and supervisor.

## **Compliance**

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Informing employees of the provisions of our IIP Plan
- Providing training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices

## Communication

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following:

- New employee orientation, including a discussion of safety and health policies and procedures
- Training plans
- A system for employees to anonymously inform management about workplace hazards

## Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards will be performed throughout the workplace. These inspections are performed according to the following schedule:

1. When the IIP is initially established
2. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace
3. When new, previously unidentified hazards are recognized
4. When occupational injuries and illnesses occur
5. Whenever workplace conditions warrant an inspection

## Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses
2. Examining the workplace for factors associated with the accident/exposure
3. Determining the cause of the accident/exposure
4. Taking corrective action to prevent the accident/exposure from reoccurring
5. Recording the findings and the action taken

## Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

1. When observed or discovered
2. When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

## Training and Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Plan is first established or revised
2. To all new employees
3. To all employees given new job assignments for which training has not been previously provided
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
5. Whenever the employer is made aware of a new or previously unrecognized hazard
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
7. To all employees with respect to hazards specific to each worker's job assignment.

General workplace safety and health practices include, but are not limited to the following:

1. Implementation and maintenance of the IIP Plan
2. Emergency Action and Fire Prevention Plans
3. Provisions for medical services and first aid, including emergency procedures
4. Prevention of musculoskeletal disorders, including proper lifting techniques
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire-extinguishing equipment, and electrical panels
8. Proper reporting of hazards and accidents to supervisors
9. Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## Record Keeping

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment correction form
2. Documentation of safety and health training for each employee including the employee's name, training dates, type of training, and training providers is recorded on the Training Log and may be placed in the employee's Safety File.

Inspection records will be maintained a minimum of one year, training documentation will be maintained a minimum of one year from the employee's date of separation.

## General Safety Rules

The Company strives to provide you a safe and healthful work environment and equipment. But safety begins with YOU!

You are responsible to work in a safe manner and immediately report any hazards to your supervisor. Failure to follow safe work procedures, or violation of safety rules will result in corrective action up to and including termination of employment. The following list, though not exhaustive, is a general guideline for maintaining a safe work environment. Your supervisor will be responsible for going over the specific safety issues for your particular department.

1. Report all suspected work place hazards to your supervisor immediately for corrective action.
2. Immediately report any work place injury or accident to your supervisor.
3. Obey all posted work and safety signs.
4. Walk; don't run while on Company property.
5. Wear the appropriate clothing/uniform for your job.
6. Do not smoke at work except in designated smoking areas; always dispose of cigarettes in provided ashtray containers only.
7. Do not throw objects, always carry or pass them.
8. Store all objects in their correct place, and in a manner that will prevent breakage or falling.
9. The use or possession of illegal drugs, controlled substances, or alcohol on Company property is strictly prohibited.
10. Possession of firearms, knives or other potentially dangerous or lethal weapons on Company property is strictly prohibited and will result in immediate termination.
11. Horseplay and roughhousing is strictly prohibited.
12. If safety equipment is required for the performance of your job, it is your responsibility to use that equipment.
13. If machinery or equipment needs to be adjusted, please bring it to the attention of your supervisor.
14. Help keep entrances, exits, walkways and stairways unblocked and free from debris.
15. In the event of fire, sound the fire alarm nearest you and begin evacuation immediately.
16. To avoid back strain always use the correct lifting technique:
  - a. First, visually size up the load to be lifted, consider weight, size and shape to help your body prepare for the lift.
  - b. To lift, lower yourself by bending at the knees while keeping your back as straight as possible. Try not to bend unnecessarily at the waist.
  - c. Use your legs to *push* upward rather than using your back to *pull* upward.
  - d. Keep the load close to your body to reduce muscle strain.
  - e. Always request assistance if a load is too heavy or awkward to be moved by yourself. If you have to turn while carrying a load, first change the position of your feet, then turn your body.

## **Reporting Unsafe Conditions – Safety Suggestions**

Employees have a responsibility to report unsafe or hazardous working conditions and equipment immediately. To report the condition, employees should use the “Hazard Notification” form and forward it to their supervisor, the Safety Coordinator, or to the Human Resources Manager. Employees are also encouraged to give safety suggestions they feel will be beneficial to the company as well as to the employees (the notification form may be used for suggestions).

Valley Radiology Consultants encourages all employees to report unsafe conditions to their supervisor or manager, however we realize that employees should be provided with an anonymous method for reporting and therefore the “Hazard Notification” form can be utilized without including their name or department.

The Company believes that a safe work environment is not only important to our success; more importantly it is important to the overall well being of each employee. Valley Radiology Consultants will not retaliate against an employee who complies with this plan by reporting unsafe or hazardous conditions.

## **Reporting On-The-Job Injuries/Illnesses**

All employees are covered by the Company’s worker’s compensation insurance policy during the course of their employment with the company. The policy covers employees for occupational injury and/or illness an employee may receive in the course of and in direct relation to work performed for the benefit of the company. Participation in off-duty recreation, social or athletic activity not constituting part of the employee’s work related duties are not covered by worker’s compensation.

Employees are to notify their supervisor immediately of any injury they may have sustained while at work. The employee’s supervisor must provide the employee with the State of California form “Employee’s Claim For Worker’s Compensation Benefits.” This must be done at the time the employee reports the injury. If non-emergency, employee completes the State form and gives to supervisor; in emergencies the employee should complete and return the form when reasonably possible (generally within 48 hours).

For more detailed information regarding Worker’s Compensation and On-The-Job Injuries, please refer to the policy “Worker’s Compensation – On The Job Injury/Illness” or contact your Human Resources Department.



**Section II**  
**General Safety Procedures**

**Electrical Safety**  
**Emergency Evacuation**  
**Fire Safety**

## Electrical Safety

1. Report damaged power cords and wires immediately.
2. Report damaged or malfunctioning office/electrical equipment immediately.
3. Power cords, cables, wires and plugs where the insulation is cracked or broken must be repaired or replaced immediately.
4. Never touch bare or exposed electrical wire unless it is disconnected from any power source.
5. Use only properly grounded equipment, tools, and electrical plugs.
6. The use of extension cords is not permitted.
7. Electrical outlets should not be overloaded or expanded with multi plug adaptors.
8. Properly grounded and approved surge protectors with power strips (multi plugs) are allowed but should be limited in use.
9. Electrical cords and wires should be out of traffic areas and should be out of foot access under and around desks, workstations, etc.
10. Electrical equipment shall not be operated where danger of flammable vapors, gasses and liquids exist, or where water is present.
11. Only qualified personnel shall make repairs to electrical equipment.
12. Equipment being repaired will have the electricity shutoff and the power supply disconnected from the power source.
13. Office equipment (electrical equipment) that is out of order should be visibly labeled "Out Of Order" and should have the power supply disconnected.
14. Take the utmost precaution when working with electricity.
  - a. Always seek help if you are unsure of what you are doing.
  - b. Remember that most of the electrical switch boxes are high in voltage. Carelessness can result in death from electrical shock.
15. Metal ladders shall not be used in the vicinity of electrical circuits or in places where they may come into contact with them.
16. Never use water to extinguish an electrical fire.
17. Always use caution when working with electrical equipment, cables, power supplies or when performing repairs.

## Fire Safety

1. The most important rule is Do Not Panic!
2. Become familiar with the location of all fire exits, alarms and fire extinguishers (see Evacuation Map).
3. Do not block any exit doors, fire alarms or fire extinguishers.
4. Report any fire or suspicion of fire immediately to any manager or supervisor.
5. If fire is detected, sound the alarm.
6. If the alarm sounds you are to exit the building immediately and go directly to the east corner of the front parking lot. Exit through the nearest or safest exit door and proceed to nearest or safest stairway.
7. If you have responsibilities for evacuation procedure (such as locking cabinets, backing up systems, etc.), you are to do them only if it is safe to do so and only if they can be done quickly. Life safety is more important than property!
8. Use the stairs not the elevator, move quickly but do not run.
9. Stay clear of the driveways and parking areas directly around the building, this allows emergency personnel and equipment easy access to the building.

## Fire Safety Continued...

10. **Do not re-enter** the building under any circumstances unless a Fire or Police official, or if Administration has given the "All-Clear" to re-enter the building.
11. The most important consideration is life safety. If the fire can be extinguished safely, then it should be done, however, if there is any threat to the life of the person or persons extinguishing the fire, those individuals must exit the building and let professional firefighters extinguish the fire.
12. Never use water on an electrical or chemical fire.
13. Use of fire extinguishers is restricted to those employees who have received training.
14. Sounding the alarm or notifying a supervisor should always be done prior to any attempt to extinguish a fire.
15. An outside fire extinguisher company will inspect fire extinguishers annually.

## Emergency Evacuation Procedures

In the event of any emergency that requires the evacuation of the building, the procedures below will apply. Events that could cause an evacuation include but are not limited to: Fire, bomb threat, earthquake or other natural disasters.

1. The most important rule is **Do Not Panic!**
2. Become familiar with the location of all exit doors, fire alarms and exit ways to the outside (see Evacuation Map).
3. If the alarm sounds you are to exit the building ***immediately*** and go directly to the east corner of the front parking lot. Exit through the nearest or safest exit door and proceed to nearest or safest stairway.
4. If you have responsibilities for evacuation procedure (such as locking cabinets, backing up systems, etc.), you are to do them only if it is safe to do so and only if they can be done quickly. ***Life safety is more important than property!***
5. Use the stairs not the elevator, move quickly but do not run.
6. Stay clear of the driveways and parking areas directly around the building, this allows emergency personnel and equipment easy access to the building.
7. **Do not re-enter** the building under any circumstances unless a Fire or Police official, or if Administration has given the "All-Clear" to re-enter the building.

**Section III**

**Body Mechanics & Ergonomics**

## Body Mechanics

Body mechanics means how we use our body to lift, carry, push, pull, reach, bend, turn, etc. Simply put, it means using your body posture and techniques properly to do the job at hand. Back injuries are one of the most common injuries as a result of poor body mechanics. Employees can do a lot to prevent injuries to their back, neck and shoulders simply by using proper body mechanics.

The most important rule is if you think an object may be too heavy or awkward for you to safely handle, **ASK FOR ASSISTANCE**. Don't prove yourself right by attempting to move an item that is not safe and injury yourself.

### How to Lift Safely

1. Size it up. Can you handle it or do you need help
2. Use your legs, not your back to lift.
3. Stand close, feet 8" to 12" apart
4. Squat down bending the knees. Get a good handhold, keep your back straight
5. Try to hold the object you're lifting as close to your body as possible as you gradually straighten your legs to a standing position.
6. Lift the load straight up, push with your legs and tighten stomach muscles
7. Avoid turning or twisting while lifting. Twisting can overload your spine and lead to serious injury. Make sure your feet, knees and torso are pointed in the same direction when lifting.
8. Use your feet not your waist to change body position and direction
9. Set the load down like you picked it up don't bend over.
10. Don't reach to far, use a step stool.

### How to Carry Safely

1. As with lifting, size it up, how far will you have to carry the object and should you get assistance.
2. Hold the object directly in front of you close to your body. The further away you hold it the more pressure and stress it will place on your back.
3. Keep your field of vision clear. Don't carry so much or such a big object that you cannot look forward to see your path.
4. When turning, use your feet to change directions not your waist.
5. Use a cart whenever possible to move heavy objects a long distance (more than a few feet).
6. Never hurry when carrying a heavy load.

## Ergonomics

Ergonomics is the scientific study of people and their work. The goal is to minimize workplace injuries and illnesses through improved job design. The improved job designs are developed to help prevent injuries and illnesses such as repetitive motion injuries (RMIs). These injuries or illnesses are also known as repetitive stress injuries (RSIs), and cumulative trauma disorders (CTDs). Musculoskeletal injuries are the most common type of RMIs, injuries such as back or neck pain/strain, tendonitis, carpal tunnel syndrome, these are just a few of the more common injuries.

The goal of these procedures is to help reduce the risk to employees to ergonomic hazards that pose a biomechanical stress to the employee. This will be accomplished by a joint effort between management and staff, using safety training, job and workstation analysis, as well as proper body posture and work techniques.

***IMPORTANT NOTE:*** If you feel pain or discomfort when working, let your supervisor know so that your work area and your work process can be looked at and corrected.

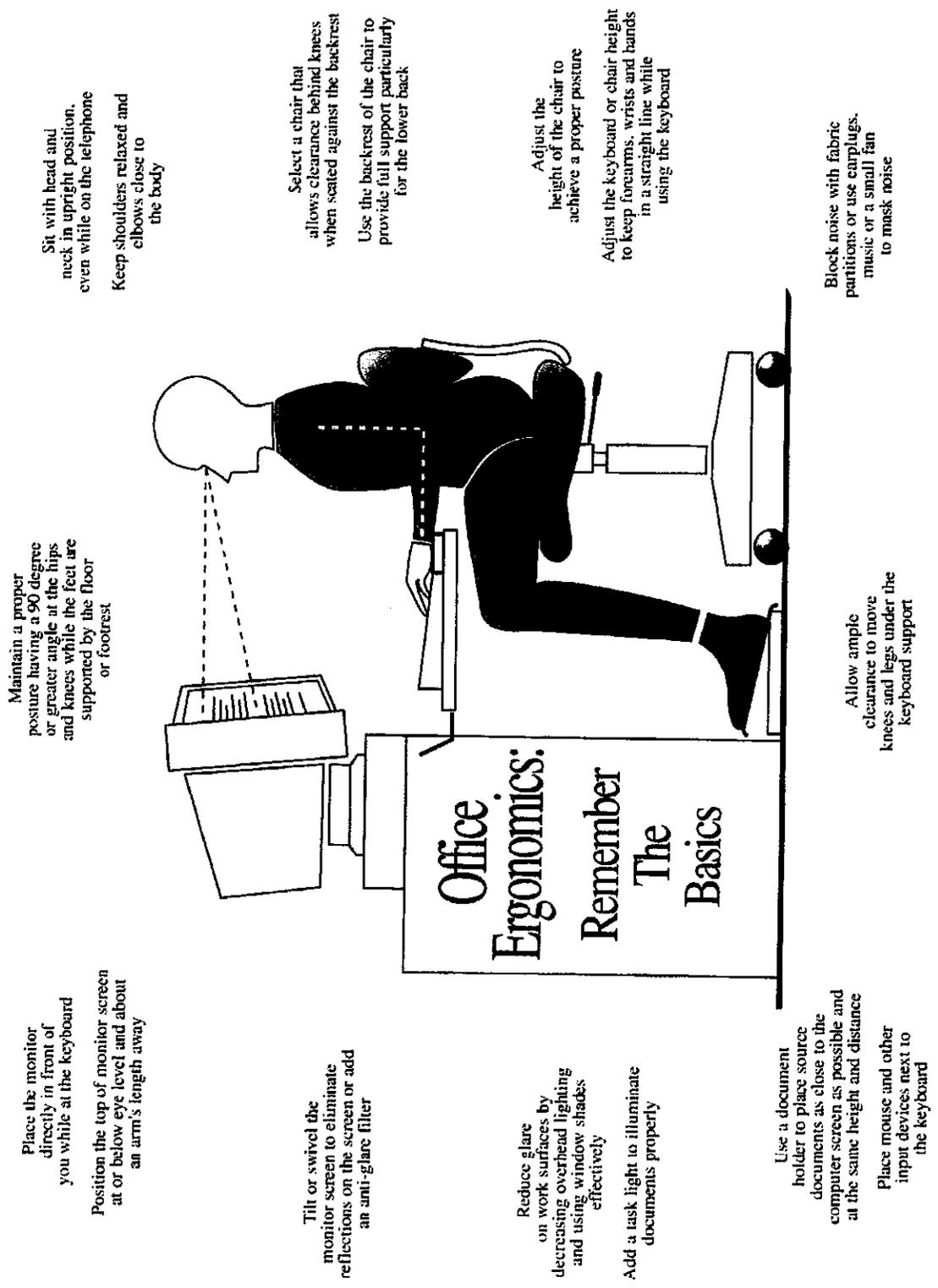
### Workstation Setup

1. Place the monitor directly in front of you while at the keyboard. Position the top of the monitor screen at or below eye level and about an arm's length away.
2. Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter
3. Add a desk light to illuminate documents properly
4. Use a document holder to place source documents as close to the computer screen as possible and at the same height and distance.
5. Place mouse and other input devices next to the keyboard
6. Adjust the height of the chair to achieve a proper posture.
7. Use the backrest of the chair to provide full support for the lower back

### Body Posture

1. Maintain a proper posture sit up having a 90-degree or greater angle at the hips and knees while the feet are supported by the floor or footrest.
2. Sit with head and neck in upright position even while on the telephone
3. Keep shoulders relaxed and elbows close to the body
4. Arms should be parallel with the floor when keyboarding,
5. Wrist should not be bent, use a wrist rest when keying
6. Rest your eyes close them momentarily, looking away from the screen
7. Take frequent stretch breaks for your hands, arms, shoulders and neck. Stand up and stretch.
8. Alternate your work task to reduce constant repetitive work. Such as with data entry you should stop for example every 45-60 minutes and alternate tasks like filing or making business calls, etc.

The three most important things to do to reduce RMIs are; make sure your work area is set up properly; use the proper body postures and take stretch breaks.



Place the monitor directly in front of you while at the keyboard

Position the top of monitor screen at or below eye level and about an arm's length away

Maintain a proper posture having a 90 degree or greater angle at the hips and knees while the feet are supported by the floor or footrest

Sit with head and neck in upright position, even while on the telephone

Keep shoulders relaxed and elbows close to the body

Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter

Select a chair that allows clearance behind knees when seated against the backrest

Use the backrest of the chair to provide full support particularly for the lower back

Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively

Add a task light to illuminate documents properly

Adjust the height of the chair to achieve a proper posture

Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard

Use a document holder to place source documents as close to the computer screen as possible and at the same height and distance

Place mouse and other input devices next to the keyboard

Block noise with fabric partitions or use earplugs, music or a small fan to mask noise

Allow ample clearance to move knees and legs under the keyboard support

# Office Ergonomics: Remember The Basics

# Office Ergonomics Checklist

## Physical Checklist Posture - Activity - Exercise

- Maintain proper posture, paying careful attention to positioning of head, neck/spine, arms/wrists, hips/thighs and feet.
- Alternate between different postures on a regular basis.
- When keyboarding, use minimum force while striking the keys.
- Keep a neutral wrist position, where the forearms, wrists and hands are in a straight line.
- Avoid awkward reaching for work tools such as telephone, mouse and reference materials.
- Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.
- Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover.
- Alternate between work activities which use different muscle groups to avoid overuse.
- Give eyes a break by closing them momentarily, gazing at a distant object and blinking frequently.
- Proper exercises are a complement to a complete office ergonomics program. Consult with a health care professional to select appropriate exercises.

## Environmental Checklist Lighting - Air - Noise

- Maintain appropriate light levels for specific tasks. More illumination may be needed to read a document than a computer screen.
- Reduce or eliminate glare by using window shades, diffusers on overhead lighting and anti-glare filters for computers.
- Adjust the contrast and brightness on your computer screen to a comfortable level.
- Get a regular eye exam and if necessary, wear corrective lenses. Tell your eye specialist how often you use the computer.
- Clean the computer screen and other surfaces regularly.
- Reduce the number of dust collecting items like papers and files on your desk.
- Use a portable air cleaner to reduce airborne particles like dust, pollen and mold.
- Maintain a comfortable temperature by using layers of clothing or a portable fan or heater.
- Be considerate to others working in the area and conduct meetings and conversations in appropriate areas.
- Position fabric partitions to reduce noise from conversations, foot traffic and equipment, like copiers and printers.
- Identify distracting noises and try headphones, ear plugs, soft music or a quiet fan to reduce or mask the noise.

## Psychosocial Checklist Work Style - Organization - Breaks

- Reduce stress by planning ahead and setting realistic expectations for what you can accomplish during the workday.
- Organize your workload to help even out busy and slow times, to avoid feeling "swamped."
- Vary tasks to make the day more interesting. For example, deliver a message in person instead of phoning.
- Avoid long periods of repetitive activity. For example, alternate computer work with other tasks like phone calls, filing, copying and meetings.
- Organize equipment, supplies and furniture in the most efficient arrangement for daily tasks.
- Enhance privacy by using office partitions and privacy filters for computer screens or documents.
- Acknowledge ideas and accomplishments of co-workers on a regular basis.
- Develop stress reduction and relaxation techniques which work for you at the office and at home.
- Personalize your office with a few favorite items, like artwork, photos and plants.
- Take mini-breaks that re-energize, invigorate and refresh.
- Follow these same ergonomic guidelines at home, in meetings and while traveling.

This ergonomic checklist is intended to provide suggestions for improving your personal comfort and productivity. Individuals must determine how best to apply the suggestions to their work environments.

For more information on 3M Office Ergonomic products, call 1-800-332-7483.

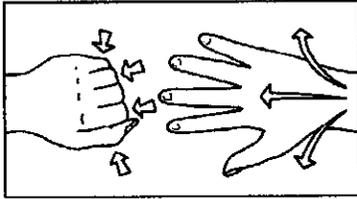
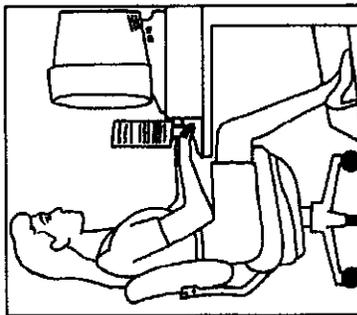


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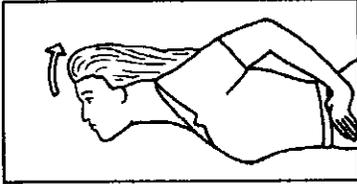
## You and your VDT workplace: The five minute rest break.

### Adjusting for comfort.

**Posture:** Sit up straight, maintaining your spine's natural curve. Sit well back in the chair.  
**Chair:** Adjust back for 90° and chair height so that your eyes are even with the top of the screen.  
**Keyboard:** Position should allow your wrists to be in a neutral position while keying with arms hanging freely and elbows at a 90° angle.  
**VDT Screen:** 18" to 28" from your eyes is the ideal location, then angle for comfort.  
**Footrest:** Feet should be pointed toward workstation and kept flat on the floor or footrest.  
**Copystand:** Adjust to same height as screen. Try to keep it in front of you to maintain a natural neck posture.  
**Lighting:** Minimize direct glare on screen.  
**Relaxation:** Take a mini-break every two hours or more often if needed and use these simple exercises to avoid strain.



**Finger relaxation.**  
With your palms down, spread your fingers apart for five seconds, make a tight fist and repeat several times.



**Neck relaxation.**  
Ease your head backward to your maximum limit, then bring your head forward, repeat several times.

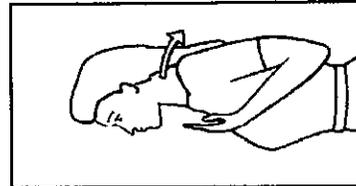
## The Zenith



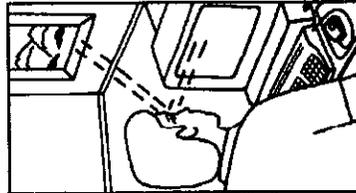
**Hand/wrist relaxation.**  
Xend your hands back toward your forearm with gentle pressure; repeat several times.



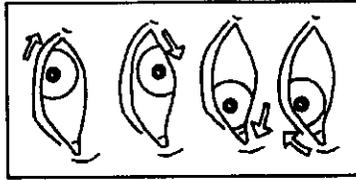
**Shoulder roll.**  
With your arms at your side, roll each shoulder forward and back; repeat several times.



**Upper back relaxation.**  
Keeping your elbows down, raise hands to shoulder and stretch your shoulders back by pushing out chest and repeat three times.



**Refocusing relaxation.**  
Periodically refocus your eyes on an object that is approximately 20' from your screen; repeat several times.

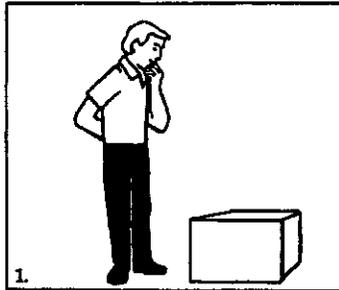


**Eye relaxation.**  
First clockwise and then counter clockwise, roll your eyes around in a circular motion; repeat several times.

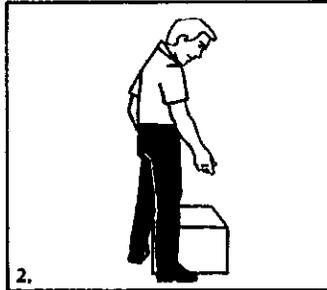


**Glare relief.**  
Closing your eyes, place your palms in a cupped position over your eyes and forehead for a minute or so.

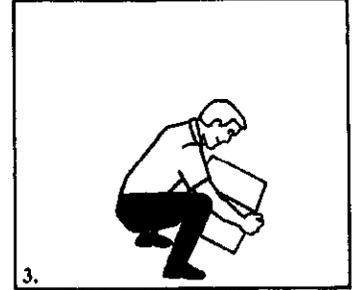
## HOW TO LIFT SAFELY. Or, "Save my aching back!"



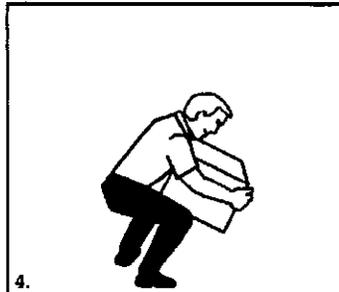
1. Size it up. Can you handle it or do you need help.



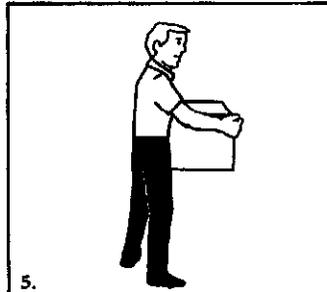
2. Stand close. Feet 8" to 12" apart



3. Bend the knees. Get a good handhold. Keep back straight.



4. Lift load straight up. Push with your legs and tighten stomach muscles.



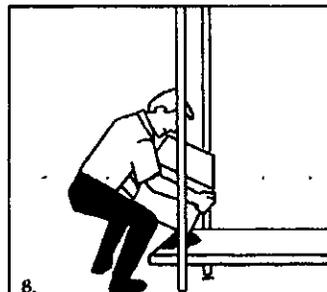
5. Avoid turning or twisting while lifting.



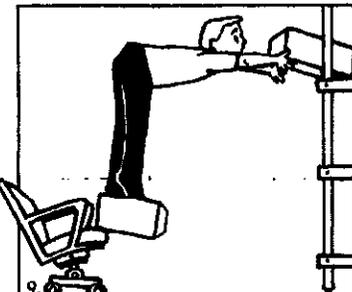
6. Use feet to change body position.



7. Set it down like you picked it up.



8. Items should be stored between the knee and chest level.

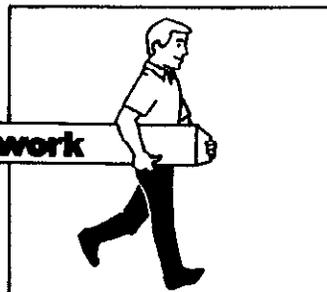


9. Don't reach too far. Use a ladder, not a chair



10.

The buddy system works.



11.

Keep your field of vision clear.

## TheZenith

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**Section IV**

**On The Job Injuries  
Worker's Compensation  
Transitional Work Program**

## **On The Job Injuries – Worker’s Compensation**

All employees are covered by the Company’s workers’ compensation insurance policy during the course of their employment with the company. The policy covers employees for occupational injury and/or illness an employee may receive in the course of and in direct relation to work performed for the benefit of the company. Participation in off-duty recreation, social or athletic activity not constituting part of the employee’s work related duties are not covered by workers’ compensation.

Should any item in this policy be in contradiction with current State or Federal law, then the current law will apply.

### **Reporting On-The-Job Injuries/Illnesses**

1. Employees are to notify their supervisor immediately of any injury they may have sustained while at work.
2. The employee’s supervisor must provide the employee with the State of California form “Employee’s Claim For Workers’ Compensation Benefits.” This must be done at the time the employee reports the injury.
3. If non-emergency, employee completes the State form and gives to supervisor
4. If emergency, employee should complete and return form when reasonably possible (generally within 48 hours).
5. Supervisor calls the injury in to the appropriate 800 number within 24 hours of report and forwards all completed forms to human resources within 2 business days.

### **Selecting a Medical Provider**

When seeking medical care for an on the job injury/illness, employees are to utilize the company’s selected providers. This includes the initial visit and any follow up therapy. After 30 days, the employee may exercise their right to select their own medical provider for any further care of the injury. Should the employee decide to exercise this right, they are to notify the human resources department.

### **Appointments With Medical Providers and Therapy**

Employees who must schedule follow up visits/treatments with medical providers or for therapy, should schedule these visits around their work schedules to avoid loss of earning power. If this cannot be arranged, appointments should be scheduled at the beginning or end of the workday.

### **Release to Return To Work**

When an employee goes to a medical provider, the employee must submit a release to work from that provider before they will be allowed to return to work.

If they return with a release that is less than full-unrestricted duty, the manager must review the restrictions with the HR Manager prior to returning the employee to work.

## **Permanent Modified Duty**

When an employee has been released with permanent restrictions, the company shall review those restrictions to determine if they can be reasonably accommodated. If the restrictions can be accommodated, the employee and the company will agree upon an accommodation plan.

Should the company not be able to accommodate, the employee may request to transfer into another open position for which they are qualified and for which their required accommodations can be met. The company will make reasonable efforts to accommodate the employee however, it cannot promise or guarantee that any accommodations will be made or that a transfer will be allowed. If no accommodations or other positions are available, employment will be terminated.

## **Lost Time**

Doctor visits and therapy: Lost time as a result of visits to medical providers for the diagnosis of, treatment and/or therapy for on the job injuries/illnesses are not compensated by the employer unless the employee uses PTO time or is otherwise qualified for lost time compensation from the insurance carrier in accordance with the insurance policy and state laws.

Leave of absence: Employees who are required to take a leave of absence as a result of an on the job injury may be compensated for lost time by the company's insurance carrier. Appropriate documentation is required for leave approval. Employees must keep management informed of progress and anticipated return date. Length of a work comp leave of absence shall be determined in accordance with the medical providers statement and the laws that govern workers' compensation.

Full or Partial Day lost time: should an employee have any amount of lost time from work that is not compensated through the company (payroll), the employee may be eligible for lost time compensation through the company's insurance carrier.

## **Worker's Comp Leave of Absence**

Employees who as a result of an on the job injury/illness, must take a leave of absence as noted by their treating medical provider, will be allowed up to 12 weeks. Upon return, the employee will be returned to their position or comparable positions with no change in pay or benefits for the new position. Any time required longer than 12 weeks will be reviewed on a case-by-case basis, upon return the company will attempt to place the employee in the same or similar position but can not guarantee a position.

## **Documentation**

The Human Resources Department is the sole internal custodian of *ALL* workers' compensation forms and other related documentation. This information is confidential and will not be released to any unauthorized individual as determined by company policy and state laws without the employee's prior written consent. This documentation is maintained separate from the personnel file and is not a part of the employee's permanent personnel record.

## Transitional Work Program Temporary Modified or Restricted Duty

### Purpose

Valley Radiology Consultants recognizes the need to provide transitional work to employees who are unable to perform regular duties due to occupational injury or illness as soon as the treating physician deems it medically feasible.

The purpose of this program is to provide transitional work or modified duties for employees with job-related injuries/illnesses that may restrict their regular job duties. It is designed to assist employees in the transition from injury/illness to recovery while continuing to be a productive part of the team and to return them back to the work place so they can receive enhanced compensation and benefits while continuing to recover from their injury/illness.

### Definitions

Temporary Partially Disabled: An employee whose medical condition permits him or her to perform some occupational function.

Transitional Work: Any assignment that meets the employee's physical restrictions (as documented by their physician), and provides productive work for the company. Transitional work may or may not be similar to the employee's actual position and duties; it may or may not be within the same department, location or hours. Transitional work may also be described or referred to as temporary modified duty.

Transitional work is implemented as soon as medically feasible to avoid lost time and minimize loss of wages due to injury. It is progressive and reflects the increasing level of recovery. Transitional work assignments are not to be considered as part of regular staffing, it is only temporary.

### Procedures

If the medical provider determines that the injured employee must be on modified or restricted duty, it must first be reviewed by the Human Resources Manager and the employee's supervisor to determine if reasonable accommodations or modified duty can be made. The HR Manager and the employee's supervisor will determine if any transitional work is available. If modified or transitional work is available and appropriate the employee can return to work.

When an employee's medical provider has released them to transitional or modified/restricted duty, he/she does not have the option to substitute paid time off because he/she does not personally feel ready to perform transitional work. As long as work can be provided, there is no right to refusal without jeopardizing benefits and entitlements.

All employees will abide by company policies, procedures and safety rules during their transitional work assignment.

As previously stated, transitional duty is temporary and any assignment will end when there is no longer transitional work available or when the employee is released to regular duty.

## **Procedures continued**

While assigned to Transitional or modified duty, employees will be expected to comply with the recommended restrictions/modifications and they will *NOT* be allowed to work more than 8 hours in a day or 40 hours in a workweek.

If an employee's health status changes, it must be reported immediately to the supervisor and the Human Resources Manager.

Employees released to their regular job duties by their treating physicians, must immediately provide that information to Human Resources and their supervisor

Valley Radiology Consultants is committed to every employee's health and well-being, and to returning injured workers back to the workplace quickly where and when it is appropriate. The company cannot, however, guarantee the availability of transitional or modified duty.

A copy of this policy along with a copy of the Company's Workers' Compensation policy is included in the Company's Safety Program and will also be given to the employee at the time an on-the-job injury or illness is reported.



# Report All Work Injuries Immediately



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## IF A WORK INJURY OCCURS:

California law guarantees certain benefits to employees who are injured or become ill because of their jobs. Any job-related injury is covered – even first aid type injuries and work-related illnesses. The key is whether it was caused by the job. (Some injuries from off-duty social or athletic activity – for example, the company picnic or the department bowling team – may not be covered. Check with your supervisor if you have questions.)

## WORKERS' COMPENSATION BENEFITS INCLUDE:

**Medical Care.** All medical treatment – without a deductible or dollar limit. Costs are paid directly by your employer's insurance company so you should never see a bill.

Your employer will arrange medical treatment, usually by a specialist for the particular injury. If you want to change doctors, please ask your supervisor. Thirty days after reporting the injury you can switch to a doctor of your choice. Your personal physician can treat you immediately if you notify your employer in writing before the injury. Contact your supervisor for more information.

**Payment For Lost Wages:** If you're temporarily disabled by a job injury or illness, you'll receive tax-free income until your doctor says you are able to return to work. Payments are two-thirds of your average weekly pay up to a maximum set by state law. You will not be paid for the first three days, unless you're hospitalized or unable to work for more than 14 days.

If the injury of illness results in a permanent handicap, permanent disability payments will be made after recovery. If the injury results in death, benefits will be paid to surviving dependents.

**Rehabilitation:** If the injury or illness prevents returning to the usual job, you may qualify for vocational rehabilitation benefits. If so, all costs are paid by your employer's insurance company, subject to the state maximum.

## IN THE EVENT OF A WORK INJURY:

Employee:

Report the injury immediately to your supervisor and request a state claim form. Any delay in reporting an accident may delay workers' compensation benefits.

See your supervisor if you have questions about workers' compensation or call your human resources department.

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If you still have questions, contact the nearest office of the State Division of Workers' Compensation. To find the nearest office, check the white pages of the phone book under State Government Offices/Industrial Relations/Workers' Compensation or call 1-800-736-7401