



Nationwide Staffing Support

RSD Staffing LLC • 10575 Goodwin St, Bonita Springs, FL 34135 • (863) 216-8960 • Info@rsdstaffing.com

Injury Reporting Policies and Procedures

Client Procedures under Staffing Agreement Section 13 and Schedule A

These procedures explain what Client does when an Assigned Employee is hurt or involved in an incident at Client's site. They carry out Section 13 of the Staffing Agreement (the "Agreement") and sections A.27 and A.27A of Schedule A - Equipment & Vehicle Authorization ("Schedule A"). "RSD Staffing" means RSD Staffing LLC. Other capitalized terms, such as "Assigned Employee", mean the same as in the Agreement and Schedule A. If these procedures conflict with the Agreement or Schedule A, the Agreement and Schedule A control.

Need	Contact
Emergency, or any doubt about how serious an injury is	Call 911
Nurse assessment and treatment facility	RSD injury hotline: 1-855-649-2524
Report the injury to RSD Staffing	Safety Director: Steven Tabarrini, (239) 823-8524 ; RSD Staffing office: (863) 216-8960
Written confirmations and documents	Info@rsdstaffing.com

1. Emergency or Severe Injury

If there is any doubt about how serious an injury is, call 911 immediately. Get emergency care first, then report to RSD Staffing as described in Section 2.

2. Immediate Reporting

- **Injuries.** Client reports any injury to an Assigned Employee to RSD Staffing immediately by phone, no matter how minor (Agreement Section 13; Schedule A section A.27). Client then confirms the report in writing within 24 hours. Client's own incident report, or an email to Info@rsdstaffing.com, is enough.
- **Other incidents.** Client reports any accident, collision, property damage, ticket or near miss involving an Assigned Employee within 24 hours, and immediately if anyone is hurt or killed (Schedule A section A.27A).

3. Required Information

Client will cooperate with RSD Staffing in preparing the workers' compensation First Report of Injury or Illness, which RSD Staffing must send to its insurer within 7 days of learning of the injury. Client will:

- give the date, time, place and a description of what happened, the names of any witnesses, and the supervisor's name and contact information;
- make its personnel and records available so RSD Staffing can determine the cause and extent of the injury; and
- provide any related training records and information about the equipment involved (Schedule A section A.13).

RSD Staffing will also contact the Assigned Employee for a detailed description. RSD Staffing will arrange any interviews of Client personnel through Client's designated representative, at reasonable times. Client will not unreasonably delay or limit these interviews.

4. Step-by-Step Procedure

1. **Get care.** Call the RSD injury hotline at **1-855-649-2524**. A nurse will assess the injury by phone and direct the employee to the nearest approved treatment facility. Except in an emergency, the employee should be treated where the nurse directs so that care is authorized under workers' compensation (RSD Staffing arranges medical treatment under Agreement Section 13).

2. **Notify RSD Staffing.** Call the Safety Director, **Steven Tabarrini, (239) 823-8524**. If there is no answer, leave a voicemail and also call the RSD Staffing office at (863) 216-8960.
3. **Insurance information.** Ask the treatment facility to contact RSD Staffing for workers' compensation billing information. The employee's personal health insurance should not be used.
4. **Supervisor contact.** Give RSD Staffing the supervisor's name and phone number so it can follow up and complete the First Report of Injury.
5. **Written confirmation.** Send written confirmation within 24 hours (Section 2).
6. **Follow-up care.** RSD Staffing's workers' compensation adjuster will contact the employee to schedule follow-up visits and transportation. Please help the employee get to and from care as needed.

5. Workers' Compensation Coverage

Assigned Employees are employees of RSD Staffing and are covered at Client's site by RSD Staffing's workers' compensation insurance under Florida law (Agreement Sections 4 and 5).

- **Golf carts, utility vehicles and other equipment.** Assigned Employees may drive Utility Carts (such as golf carts, Gators, Kubotas and Workmans), other vehicles, or Powered Machinery only as Schedule A allows: the use must be listed in section A.6, an Operator Release must be signed, and Client's designated representative must first train the employee on site (A.13). Passengers may ride only where the job requires it and the unit is built to seat them (A.10).
- **Duty changes.** Before changing an Assigned Employee's duties, Client must tell RSD Staffing in writing and send the updated job description (Schedule A section A.24). New driving or machinery duties also need an updated, signed Schedule A before the work begins (A.29). A duty change may change the workers' compensation class code and bill rate (A.25).

6. Return to Work

- Our goal is to return the employee to work as soon as it is medically safe.
- When the employee is released to work, RSD Staffing will obtain the needed paperwork from the employee and the treating physician and tell Client about any work restrictions.
- Client will keep the employee's duties within those restrictions. An employee whose restrictions affect driving or equipment use may not resume those duties until RSD Staffing confirms in writing that the restrictions are lifted (Schedule A section A.12).
- We appreciate the concern you have for our team members.

7. OSHA Records and Accident Follow-Up

- Because Client supervises the day-to-day work, Client records work-related injuries on its OSHA 300 log (29 CFR 1904.31; Schedule A section A.27).
- OSHA must be notified within 8 hours of a work-related death, and within 24 hours of an in-patient hospitalization, amputation or loss of an eye (29 CFR 1904.39). Client makes any report required of it and tells RSD Staffing in time for RSD Staffing to make any report it must make.
- After any vehicle or equipment accident, Client makes any legally required police report, keeps the unit, its data and any video until RSD Staffing can inspect, and allows post-accident drug or alcohol testing under RSD Staffing's policy (Schedule A section A.27A).

8. No Retaliation

No one may be disciplined, threatened or treated unfairly for reporting an injury or filing a workers' compensation claim. Client will not take or request any such action.