

Company Name CLAIMS MANAGEMENT POLICY

It is Company policy to actively manage all work injury claims. The Claims Management Program includes:

- Claims Management training,
- Identification and communication of Employer and Worker Injury responsibilities,
- Accident response procedures,
- Accident Reporting and Investigation,
- Modified Work,
- Physical Demands Analyses, and
- Case Management.

Supervisors at all levels of the organization are expected to take a proactive interest in the recovery and quick return to work of their injured workers. By actively managing WCB claims, our costs are contained and WCB premiums are reduced. Furthermore, there is a reduction in the amount of time lost from work and improved productivity.

If an accident does occur, the worker must report as directed and participate in the company's modified work program (see Return-to-Work policy) if able. By cooperating with management, an early and safe return to work is made possible. Not only will this ensure continuity of earnings, but also:

- Decreases the period of disability;
- Lessens the risk of re-injury;
- Allows the worker to maintain contact with coworkers; and
- Increases job security by making the Company more viable (i.e. reduced costs and increased competitive advantage).

General Manager

Date