

**To: All Aim Nationallease and Aim Dedicated Supervisors or Managers**  
**From: Mark Mitcham Director of Insurance and Compliance**  
**Subject: Reporting of Injuries Memo**

Attached you will find the procedure to be followed for reporting of injuries and also the paperwork that must be completed when there is an injury. As far back as 1996 we have used a Supervisors Injury Investigation Report for all injuries. **The Supervisors Injury Investigation Report is to be completed for all injuries. It will also be used when an employee may have slightly injured themselves but they do not feel that they need treatment at that time and also for near misses.** We have to document the injury in the event medical treatment is needed at a later date.

Reporting injuries where medical treatment is not obtained will cut down on incidences of lag time. Lag time occurs when an employee is injured and they do not seek immediate treatment for an injury but they chose to seek treatment at a later date because the injury did not improve or in fact became worse. Often times injured employees do not report the injury because they think it is minor in nature and will improve without the intervention of a medical professional. **As supervisors and managers you must stress the importance of reporting all injuries no matter how minor or insignificant they may appear at the time.** Lag time also occurs when a supervisor is aware of an injury and doesn't personally complete the paperwork and either gives the employee the paperwork to complete or tells the employee to call Girard and neither one gets done; as a result the paperwork does not get submitted to me and I am unaware of the injury until I receive an invoice in the mail.

**Complete any paperwork associated with an injury yourself unless the employee is specifically required to do so. Upon completion fax or email to my attention at corporate. My email is [mmitcham@aimntls.com](mailto:mmitcham@aimntls.com) and my direct fax is 330 759-5537.**The cost of a claim rises significantly when there is lag time and we also face fines from the respective states for not filing a timely report. **Stress to your employees that they are to report all claims immediately or they risk having a claim denied because it was not reported in a timely fashion.**

Attached you will find the **Supervisor Injury Reporting Procedures**; the **Official Company Injury Reporting Policy** acknowledgement form which is to be sent to HR once it is signed by supervisory personnel. Also attached is the Supervisors **Injury Investigation Report**, the **Injury Investigation Flow Chart**, the **Aim Leasing Company Employee Injury Report (all Ohio employees only)**, the **CBCS, Authorization for release of medical information and communication**, and finally the **Employee Injury Reporting Procedures**. With these materials you are now able to complete the Injury Investigation Report and you will now know how to conduct a thorough injury investigation which will ultimately result in fewer injuries because we have either eliminated or reduced the degree of the hazard.

Effective January 1, 2004 Aim became a **Drug Free Workplace**. One of the requirements is post injury testing. The test will be administered as soon as possible after necessary medical attention is received, or within 8 hours for alcohol and within 32 hours for drugs. The preferred test method for alcohol is breath alcohol; however, saliva is acceptable if a breath alcohol test cannot be performed. Drug testing will consist of a non- DOT test with a 5 panel drug screen. Post injury/accident testing is required for the following situations:

1. An employee is involved in an employment related injury/accident that causes bodily injury requiring off-site medical treatment of the employee or another person.
2. A fatality results from the accident.
3. An employee is involved in an employment related injury/accident that results in estimated damage to vehicle or property exceeding \$1,000. This may or may not involve a motor vehicle.

Post injury/accident testing can be performed at the facilities that we currently use. In the event that another collection site is needed due to the accident occurring away from the worksite please contact me, Bob Thibodeau or Cathy Jones for an alternate site. If post accident testing for alcohol is required between 4 PM and 8 AM a hospital emergency room is often our only choice.

Thank you for your attention to this very serious matter. Should you need to contact me I can be reached at (800)873-5059 x- 129 or at [mmitcham@aimntls.com](mailto:mmitcham@aimntls.com).