

Abhe & Svoboda, Inc.	Revision Date: 1/1/2023
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NOTICE TO ALL EMPLOYEES

Read this notice carefully! You need to understand the importance of reporting all work related injuries or near misses.

It is **your** responsibility to report all injuries and near misses immediately to your supervisor! Even if you do not think you are hurt, if there is an incident, report it. It is better to report that an incident or near miss happened, even if you are not sure that any injury has occurred, than not too.

Most States require employees to report an accident within three days. After three days, the worker's compensation company will deny your claim. If the insurance company denies your claim, that means the total cost of your injury and lost wages may be your responsibility.

State, Federal and Military regulations require Abhe & Svoboda, Inc. (ASI) to report and record all employee injuries and near misses within three days. If ASI fails to report or record the accidents in a timely manner, significant consequences can be issued. Therefore, ASI's policy is as follows:

- Late reporting of injuries will not be tolerated. All employees will report any injury or near miss immediately, no matter how small or insignificant, to their supervisor. An employee may report their injury or near miss directly to the project manager or Safety, Health and Environmental Director, if they so desire. Any employee that fails to report an injury or near miss the same day that it occurs is subject to disciplinary action. Any employee that fails to report an injury within three calendar days of when it occurred may have their claim denied.