

 <b>DW TOWER, INC.</b>	<b>Human Resources</b> POLICIES AND PROCEDURES		
	SUBJECT  <b>Workers Compensation Policy</b>	ISSUED  President	REVISED
APPROVED <i>Approved with Policy A-100</i>  President			

**PURPOSE:** To insure that all employees of D. W. Tower, Inc. have coverage for work related injuries or illnesses, D. W. Tower, Inc. subscribes to New Mexico, California, Texas and Arizona State Laws regarding Workers Compensation coverage.

**POLICY:** D. W. Tower, Inc. will maintain a worker compensation insurance policy, designed to provide coverage for medical care, and in certain cases, wage supplement, in the event an employee is injured on the job or contracts a work-related illness.

**SCOPE:** This policy applies to all employees.

**PROCEDURE:**

1. Managers and the Human Resources Department are responsible for enforcing this policy.
2. Employees, at their option, may choose to NOT be covered by D. W. Tower, Inc.'s worker compensation policy in the state of Texas. You may elect to retain your common law right of action if, no later than five (5) days after you begin employment or within five (5) days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.
3. All federal and state requirements for injury prevention, record keeping, and reporting will be followed.
4. Insured worker's selection of Physician:
  - Arizona State Law allows the employer to select a physician for diagnosis and treatment of work related injury or illness for initial evaluation. Thereafter, the employee may select the physician.
  - California State Law allows the employer to select the physician for the first 30 days unless the employee previously has a designated physician (as part of a health plan).
  - New Mexico State Law allows either party to select a physician for the first 60 days; after that period, the party who did not make the initial selection may make a new selection.
  - Texas State Law allows the employee to select a physician from the Approved Doctors' List or from the health network of which the company is a part.

5. An employee who suffers a work related injury, or feels they have contracted a work related illness, must report this information to their supervisor and Human Resources on the work day on which the injury or illness occurred.
6. The employee completes an Incident Report so that the pertinent information may be forwarded to our worker compensation carrier.
7. Since we want any injured employee to receive appropriate medical treatment so that the employee may resume work as quickly as possible, Human Resources, the appropriate manager, the employee, and any involved physicians will work to establish appropriate light duty or restricted duty while the employee is recovering.

Please see the Accident Prevention Policy and all other Safety Policies for additional information.

**Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.**

No changes will be made to this policy or any deviations authorized without the express written permission of the President.