



POWER PRODUCTS, LLC INJURY AND DRUG OR ALCOHOL REPORTING PROCESS

- **Serious or Life Threatening injuries call 9-911.** Instruct EMS to the nearest entrance to access the injured party. Warehouse doors are labeled with a letter designation. Then page the First Responders by dialing 8015 wait for the beep and dial 00 then announce the location of the incident and repeat.
- **For Non-Life threatening incidents requiring minor on site treatment follow instructions below**
 - Employee must report the injury to their Supervisor immediately.
 - Employee must complete the **Power Products, LLC Employee’s Report of Injury Form** at the time of the injury or as soon as possible if unable to complete at the time of the incident.
 - Supervisor to complete the **Power Products, LLC Incident Investigation Report Form** after treatment.
 - All reports are too be forwarded to the Safety Coordinator and HR within 24 hours of the incident.
- **For incident’s requiring treatment at an Urgent Care facility follow instructions below**
 - Employee must report the injury or illness to their Supervisor immediately.
 - Employee must complete the **Power Products, LLC Employee’s Report of Injury Form.**
 - Employee and Power Products witness must sign the **Power Products, LLC Drug and Alcohol Screening Authorization / Record Release** form. Forward release form to Human Resources.
 - Supervisor to complete Concentra urgent care facility authorization for drug / alcohol screening. Employee must take this document with them to the facility and turn in when registering.
 - Supervisor or Receptionist to call the Urgent Care facility informing them the Employee’s name and type of injury or illness and include that the employee must submit a drug screen sample.
 - Supervisor to complete the **Power Products, LLC Incident Investigation Report Form** after treatment.
 - Employee must forward any return to work status documentation before returning to work.
 - All reports are too be forwarded to the Safety Coordinator and HR within 24 hours of the incident.
 - Notify Safety Coordinator, and VP of Human Resources of any injuries resulting in lost time.
 - **Second Shift** send to Community Memorial Hospital and inform HR to schedule Express Drug Screening to be on site the next business day for testing prior to start of shift.
- Hours of operation for Urgent Care facilities
 - Concentra 7:00am – 7:00pm (**Note: Do not send employee after 6:30pm or weekends**)
 - Community Memorial Hospital 24/7 (**to be used only when outside of Concentra business hours**)
- Transportation for Urgent Care
 - Transportation to **Concentra** is through **American United Taxi Cab 414-220-5000**. Supervisor to complete Concentra’s “Transportation Protocol for Initial Injury Care” and send with employee.
 - Transportation to **Community Memorial Hospital** is through **Yellow Cab Co-Op 414-271-1800**
 - Inform Yellow Cab this is an account ride with a return trip
 - Account number PPMF0600
 - Power Products address: N85 W12545 Westbrook Crossing – Zip code 53051
 - Employee to call Yellow Cab for return trip
- Reasonable Suspicion process
 - Reasonable suspicion for the use of illegal drugs or alcohol during **normal business hours**, Supervisor to notify HR. HR will meet with employee and obtain signed consent for screening form. Employee must remain in designated room. HR to contact Express Drug Screening to provide onsite testing.
 - Reasonable suspicion for the use of illegal drugs or alcohol during **non-business hours**, Supervisor meet with the employee and obtain signed consent for screening form. Employee must remain in designated room with Shift Lead. Supervisor to contact Express Drug Screening to provide onsite testing. Supervisor to send HR an email summary of the event.

Concentra Urgent Care Facility: 5500 W. Brown Deer Rd. Ste. 100 Milwaukee, WI 53223 414-355-4300
Community Memorial Hospital: W180 N8085 Town Hall Rd. Menomonee Falls, WI 53051 262-257-3100
Express Drug Screening: 414-259-5121