



Workplace Injury Reporting & Response Policy

Policy Statement

The Hunter Express US Inc. is committed to providing a safe and healthy work environment in compliance with applicable regulations, including the **U.S. Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), and all insurance requirements.**

Despite all preventive measures, workplace injuries may occur. All employees, including drivers, owner-operators, contract drivers, and office staff, are required to **immediately report any work-related injury, illness, or incident**, regardless of severity.

Failure to report injuries in a timely manner may result in regulatory non-compliance, denial of insurance claims, and disciplinary action.

Purpose

To ensure prompt reporting, proper medical response, regulatory compliance, and accurate documentation of all workplace injuries and incidents.

Scope

This policy applies to:

- All Hunter Express US Inc. employees
 - Hunter Express US Inc. drivers
 - Owner-operators
 - Contract drivers
 - Visitors or temporary workers on Hunter Express US Inc. premises
-

Regulatory Compliance

This policy supports compliance with:

- **OSHA injury and illness reporting requirements (29 CFR Part 1904)**
 - **U.S. DOT safety regulations (FMCSA)**
 - **Workers' Compensation and commercial insurance reporting requirements**
-

Definitions

Workplace Injury:

Any injury or illness arising out of or in the course of employment, including while operating Hunter Express US Inc. equipment or performing job-related duties.

Reportable Incident:

Includes but is not limited to:

- Personal injury (minor or major)
 - Near misses with injury potential
 - Vehicle-related injuries
 - Slips, trips, and falls
 - Exposure to hazardous materials
-

Policy Requirements

1. Immediate Reporting

- All injuries must be reported **immediately** to:
 - Supervisor or Department Manager
 - Safety Manager or HR
- Drivers must notify:
 - Dispatch and Safety Department without delay

2. Emergency Situations

- In case of serious injury:
 - Call **911 or emergency services immediately**
 - Provide first aid if trained
 - Notify Hunter Express US Inc. management as soon as possible

3. Medical Treatment

- Employees must seek appropriate medical attention
- Use **approved medical providers** where required by insurance or workers' compensation policies
- Follow all medical instructions and restrictions

4. Documentation and Reporting

All incidents must be documented, including:

- Incident report form
- Date, time, and location
- Description of incident
- Witness statements (if applicable)
- Photographs (where possible)

5. DOT (FMCSA) Requirements

For drivers involved in accidents or injuries:

- Comply with all **post-accident reporting requirements**
- Submit required documentation promptly
- Participate in **post-accident drug and alcohol testing** when applicable

6. OSHA Reporting Requirements

The Hunter Express US Inc. will:

- Record all applicable injuries in OSHA logs
- Report severe injuries (e.g., hospitalization, fatality) within required timelines
- Maintain accurate injury and illness records

7. Insurance and Workers' Compensation

- All injuries must be reported promptly to ensure eligibility for coverage
- Failure to report injuries timely may result in:
 - Denial of claims
 - Personal liability for expenses

8. Return-to-Work Program

- Employees must comply with:
 - Modified duties (if assigned)
 - Medical restrictions

- The Hunter Express US Inc. will make reasonable efforts to support safe return to work

Employee Responsibilities

All personnel are responsible for:

- Reporting injuries immediately
- Cooperating in investigations
- Following safety procedures and training
- Using required personal protective equipment (PPE)

Management Responsibilities

Management must:

- Ensure prompt response to reports of injury
- Conduct incident investigations
- Implement corrective actions
- Maintain required records and compliance documentation

Incident Investigation

- All reported injuries will be investigated to:
 - Determine root cause
 - Prevent recurrence
 - Improve safety procedures

Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action
- Loss of benefits or insurance coverage
- Regulatory penalties

Go-To Person for This Policy:

Safety Manager / Human Resources Manager

Attachments:

- Incident Report Form (if applicable), as attachment “A”
- Return-to-Work Program Guidelines (if applicable) as attachment “B”

Responsibility:

The Safety Manager and Human Resources Manager are responsible for the implementation, enforcement, and continuous improvement of this policy.

Authorized by:

Balkar S. Jhutti
President



Attachment "A"

PERSONAL INJURY INCIDENT REPORT

1. General Information

- **Report Number:** _____
 - **Date of Report:** _____
 - **Incident Date:** _____
 - **Incident Time:** _____
 - **Location of Incident:**
 - ☐ Terminal/Yard
 - ☐ Highway / Roadway
 - ☐ Customer Location
 - ☐ Warehouse/Dock
 - ☐ Other: _____
 - **Exact Address / Location Details:** _____
-
-

2. Injured Person Details

- **Full Name:** _____
 - **Employee ID / Driver ID:** _____
 - **Job Title:**
 - ☐ Hunter Express US Inc. Driver
 - ☐ Owner-Operator
 - ☐ Yard Staff
 - ☐ Office Staff
 - ☐ Other: _____
 - **Department:** _____
 - **Contact Number:** _____
-

3. Injury Details

- **Type of Injury (check all applicable):**
 - ☐ Laceration / Cut
 - ☐ Sprain / Strain
 - ☐ Fracture
 - ☐ Bruising
 - ☐ Slip / Trip / Fall
 - ☐ Vehicle-related injury
 - ☐ Other: _____
- **Body Part(s) Injured:**
 - 1. _____ 2. _____
 - 3. _____ 4. _____

- **Severity:**

- ☐ First Aid Only
 - ☐ Medical Treatment Required
 - ☐ Hospitalization
 - ☐ Fatality
-

4. Incident Description

Provide a detailed description of what happened (include sequence of events):

5. Equipment / Vehicle Information (if applicable)

- **Tractor Number:** _____
 - **Trailer Number:** _____
 - **License Plate:** _____
 - **DOT Number:** _____
-

6. Witness Information

Name	Position	Contact Information	Statement Taken (Y/N)

7. Immediate Actions Taken

- ☐ First Aid Provided
- ☐ Emergency Services Called (911)
- ☐ Driver Removed from Duty
- ☐ Area Secured
- ☐ Supervisor Notified

Details:

8. Medical Treatment

- **Was medical treatment required?**
☐ Yes ☐ No
 - **Medical Facility Name:** _____
 - **Doctor / Provider Name:** _____
 - **Treatment Provided:** _____
-

9. DOT / OSHA Reporting (if applicable)

- DOT Recordable Accident: ☐ Yes ☐ No
 - Post-Accident Drug & Alcohol Test Required: ☐ Yes ☐ No
 - OSHA Recordable Injury: ☐ Yes ☐ No
 - Reported to OSHA (if required): ☐ Yes ☐ No
 - Workers' Compensation Claim Filed: ☐ Yes ☐ No
-

10. Root Cause Analysis

Primary Cause:

- ☐ Human Error
- ☐ Equipment Failure
- ☐ Unsafe Condition
- ☐ Environmental Conditions
- ☐ Procedural Failure
- ☐ Other: _____

Detailed Root Cause Explanation:

11. Corrective Actions

- ☐ Training Provided
- ☐ Equipment Repaired/Removed
- ☐ Policy Updated
- ☐ Disciplinary Action
- ☐ Safety Review Conducted

Details:

12. Preventive Measures

Describe steps to prevent recurrence:

13. Signatures

- Injured Employee: _____ Date: _____
 - Supervisor/Manager: _____ Date: _____
 - Safety Manager: _____ Date: _____
-

14. Additional Attachments

- ☐ Photos

- ☐ Witness Statements
- ☐ Medical Reports
- ☐ Driver Logs / ELD Data
- ☐ Police/Incident Report

Quick Notes for Compliance

This template supports:

- OSHA recordkeeping (29 CFR 1904)
- DOT/FMCSA accident reporting requirements
- Insurance and Workers' Compensation documentation



Attachment “B”

Return-to-Work (RTW) Program Guidelines

Policy Statement

The Hunter Express US Inc. is committed to supporting employees who experience work-related injuries or illnesses by providing a structured **Return-to-Work (RTW) Program**. The program is designed to facilitate safe, timely, and medically appropriate return to work while ensuring compliance with **U.S. Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), and applicable insurance and Workers' Compensation requirements**.

The Hunter Express US Inc. will make reasonable efforts to provide modified or alternate duties that align with the employee's medical restrictions, while maintaining operational safety and regulatory compliance.

Purpose

The purpose of this program is to:

- Promote early and safe return to productive work
 - Reduce lost-time injuries and associated costs
 - Support employee recovery and well-being
 - Ensure compliance with DOT, OSHA, and insurance requirements
-

Scope

This policy applies to:

- All Hunter Express US Inc. employees
 - Hunter Express US Inc. drivers
 - Owner-operators (where applicable under contract)
 - Contract drivers working under Hunter Express US Inc. authority
-

Regulatory Compliance

This program is designed to meet or support:

- **OSHA workplace safety and injury management requirements**
 - **FMCSA (DOT) medical qualification standards (49 CFR Part 391)**
 - **Workers' Compensation and insurance carrier requirements**
-

Definitions

Return-to-Work (RTW):

A structured process that enables an employee to resume work following injury or illness, either in full or modified capacity.

Modified Duties:

Temporary work assignments that accommodate medical restrictions.

Medical Clearance:

Written authorization from a qualified medical provider confirming the employee's ability to perform work duties.

Policy Requirements**1. Immediate Reporting of Injury**

- All work-related injuries must be reported immediately
 - Employees must follow the Hunter Express US Inc.'s **Injury Reporting Policy**
 - Timely reporting is required for insurance eligibility and compliance
-

2. Medical Evaluation and Documentation

- Employees must seek medical attention from an **approved provider** (where required)
 - A **Functional Abilities Form (FAF)** or medical report must specify:
 - Work restrictions
 - Capabilities
 - Expected recovery timeline
-

3. Eligibility for Return-to-Work

Employees may return to work when:

- Medically cleared by a licensed healthcare provider
 - Able to perform:
 - Regular duties, or
 - Modified duties within restrictions
-

4. Modified Duty Program

Where applicable, the Hunter Express US Inc. may provide:

- Light-duty driving assignments
- Yard duties
- Administrative or support work
- Safety or training assistance duties

Note: Modified work is temporary and subject to operational availability.

5. DOT (FMCSA) Requirements for Drivers

- Drivers must meet all **DOT medical qualification standards** before returning to driving duties
 - If required:
 - A valid **Medical Examiner's Certificate (DOT Medical Card)** must be provided
 - Additional clearance may be required for:
 - Musculoskeletal injuries
 - Head injuries
 - Use of restricted medications
 - Drivers may be subject to:
 - **Return-to-duty drug and alcohol testing** (if applicable under FMCSA regulations)
-

6. Workplace Accommodation

The Hunter Express US Inc. will:

- Make reasonable efforts to accommodate restrictions
 - Ensure assignments do not:
 - Endanger the employee
 - Violate safety regulations
 - Compromise operational safety
-

7. Employee Responsibilities

Employees must:

- Provide medical updates as required
 - Follow all imposed work restrictions
 - Participate in the RTW program in good faith
 - Report any changes in medical condition immediately
-

8. Supervisor/Management Responsibilities

Supervisors must:

- Coordinate RTW plans with HR and Safety
 - Monitor employee performance and safety
 - Ensure compliance with medical restrictions
 - Report concerns or non-compliance
-

9. Safety and Risk Management

- No employee will be allowed to return to duties that pose a safety risk
 - Modified duties must:
 - Be evaluated for hazards
 - Meet OSHA safety standards
-

10. Documentation and Recordkeeping

The Hunter Express US Inc. will maintain:

- Injury reports
- Medical documentation
- RTW plans
- Work restriction records

All documentation will be handled in accordance with:

- OSHA recordkeeping requirements
 - Privacy and confidentiality standards
-

11. Duration of Modified Work

- Modified duties are temporary and reviewed periodically
 - Continued assignment depends on:
 - Medical progress
 - Operational feasibility
 - Permanent accommodation will be evaluated case-by-case
-

12. Refusal to Participate

- Refusal to accept suitable modified duties may:
 - Impact Workers' Compensation benefits
 - Result in disciplinary action
-

13. Return to Full Duty

Employees may return to full duty when:

- Medically cleared without restrictions
 - Approved by management and safety
-

Confidentiality

All medical information will be kept confidential and handled in accordance with:

- Applicable privacy laws
 - Hunter Express US Inc. confidentiality procedures
-

Program Benefits

This program:

- Supports employee recovery
 - Reduces downtime and claim costs
 - Improves workplace morale
 - Strengthens regulatory compliance
-

Non-Compliance

Failure to comply may result in:

- Disciplinary action
 - Delay in return-to-work approval
 - Loss of benefits eligibility (subject to applicable laws)
-

Go-To Person for This Policy:

Safety Manager / Human Resources Manager

Attachments:

- Functional Abilities Form (FAF)
 - Medical Clearance Form
 - Modified Duty Agreement Form
-

Responsibility:

The Safety Manager and Human Resources Manager are responsible for the implementation, monitoring, and continuous improvement of this program.

Authorized by:

Balkar S. Jhutti
President