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Brunel Energy, Inc.

Safe Return to Work

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1. Purpose

- 1.1. Brunel Energy, Inc., hereinafter referred to as, the “Company,” has established a program to provide policies and procedures for managing the return to work of injured Company employees with minimum time lost.

2. Applicability

- 2.1. This policy applies to employees, subcontractors and/or visitor(s) of the Company. For the purposes of this policy, an employee shall be considered on the job whenever he/she is:
 - 2.1.1. On or in, any Company or client property, including parking areas; or
 - 2.1.2. On Company time even if off Company premises (including paid lunch, rest periods and periods of being on call).
- 2.2. As a condition of employment, Company employees are required to abide by additional governmental or customer policies and requirements that may be imposed at a worksite in addition to the requirements of these policies and procedures. Nothing set forth in this policy constitutes, construes, or interprets in any way as a contract of employment.

3. Definitions

- 3.1. **Alternate Duty** is duties assigned on either a short term or permanent basis, and medically approved by the authorized treating healthcare provider, to an injured employee. Such alternative duty may be physically located in the same employing department or in a hosting department. Alternative duty is a temporary arrangement until the injured employee can resume full activities of his/her regular job or until an alternate duty position is no longer needed.
- 3.2. **Hosting Department** is the department that has a temporary assignment position available but not necessarily the employee's department.
- 3.3. **Full Duty** is Performance of all duties and tasks of the position for which the employee is employed. Full duty entails performing all essential and non-essential functions of the employee's regular job.
- 3.4. **Lost Time** is time spent away from work beyond the day of injury at the direction of the treating health care provider because of a compensable injury sustained in the course and scope of employment. The term does not include time worked on a temporary assignment.
- 3.5. **Modified Duty** allows the employee to return to employment in his/her regular job and perform all the essential functions of the position and those nonessential duties and tasks that are within the capabilities of the employee, given the restrictions imposed by the treating health care provider. Modified duty is a temporary arrangement until the injured employee can resume full duty. If during the course of the modified duty assignment or after six (6) months, whichever is sooner, it is determined that the employee has permanent restrictions, the program will be reviewed in assistance of the Company management to determine the next best course of action.

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- 3.6. **Temporary Assignment** is performance of a temporary job assignment intended to return an injured employee to work at less than his or her full duties when a serious injury or serious medical condition prevents the employee from working full duty. Temporary assignments are limited to six months at the same pay, beyond six months; the program will be reviewed with the assistance of the Company management to determine the next best course of action. Temporary assignments are modified duty and alternative duty.

4. Responsibilities

- 4.1. Management shall:
- 4.1.1. Provide resources and support to supervisors in the return to work program. Assist in employee placement decisions. Encourage proper and ethical practices.
- 4.2. HSE Supervisors shall:
- 4.2.1. Ensure that all injuries are promptly reported and carefully supervise employees who are in a return to work classification.
- 4.3. Employees shall:
- 4.3.1. Report all injuries immediately.
- 4.3.2. Shall follow all aspects of this program.

5. Procedure

- 5.1. Modified Work
- 5.1.1. The Company provides modified work opportunities to injured employees, whenever practicable. Modified work should be offered, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness.
- 5.1.2. The benefits of offering modified duty include, but are not limited to, reduced workers compensation costs, improved employee retention, enhanced employee morale, reduction in lost time days, and a strengthening of the companies' relationship with its employees.
- 5.1.3. Modified work should be meaningful to the employee and Company, and consistent with work restrictions outlined by the treatment provider. If the health care provider states that the employee cannot perform any temporary assignments/ modified duties, the Company may challenge the decision depending on the injury and request independent medical information.
- 5.2. Employee Reporting Responsibilities
- 5.2.1. An employee who is a candidate or participant in a modified or alternative duty temporary job assignment under the Safe Return to Work program is responsible for reporting to the workers compensation carrier any employment or income earned while performing modified or alternative duty if required by the workers compensation carrier.

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5.2.2. An employee participating in the safe Return to Work program must provide his/her supervisor with medical documentation accounting for all absences due to the injury/illness within one day of any absence from work or face disciplinary action.

5.3. Non-Retaliation

5.3.1. Retaliation against an individual for in good faith filing a request or making a claim under this or related policies, for instituting or causing to be instituted any proceeding under local regulatory guidelines or federal antidiscrimination or anti-retaliation laws, for testifying in an investigation or proceeding, or for otherwise opposing discriminatory or retaliatory actions or practices will not be tolerated. Retaliation by any the Company employee is a violation of this policy. Nothing in this procedure should be interpreted as not requiring an individual to report suspected acts of discrimination or retaliation to the individual he or she believes is engaging in discriminatory or retaliatory conduct.

5.4. Prohibited Actions

5.4.1. This return to work program shall not be applied to any situation or circumstance in a manner that retaliates or discriminates based on race, color, sex, age, national origin, religion, or disability.

5.5. Return to Work Coordination

5.5.1. The Company Supervisor or designated person will assist Site Managers/ supervisors with return to work activities/ plans for individuals who have sustained a compensable injury or illness during the course and scope of employment.

5.6. Medical Records

5.6.1. The employer should keep medical records on a need-to-know basis. The records should be kept confidential in a locked file.

5.7. Program Communication

5.7.1. The Return to Work Program must be effectively communicated to injured employees, affected supervisors, and preferred providers. Program communication will be achieved by the training of supervisors, safety orientation training for employees and the distribution of program literature. Injured employees and affected supervisors.

5.7.2. Local health care providers should be advised that the Company provides modified work to injured employees, whenever practicable. This may be accomplished proactively by making arrangements with clinics that specialize in occupational health, and recommending injured employees seek treatment there. If/when this is not practicable, a standard letter should be drafted that outlines the Company's modified work opportunities. Injured employees should take this letter with them when they visit their health care provider.

5.7.3. The Company will provide a copy of the employee's regular job description to accompany a work status form to be completed by the health care provider following any initial report of

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injury. When the medical status form is returned, it will be determined whether the employee can perform the essential functions of his/her job.

- 5.7.4. Modified work provided to injured employees must be consistent with restrictions provided by the health care provider. The Company must ensure that the modified work being offered is consistent with the medical restrictions listed by the health care provider. Workers must ensure that changes in the scope of the modified work must adhere to the medical restrictions. Modified work is temporary and should be managed with a goal of returning the individual to full time work as soon as deemed medically fit.
- 5.7.5. The employee's health care provider must review and certify that the employee can perform the essential functions defined in a modified (temporary assignment) job description. If the health care provider changes the temporary assignment position description, the employing/hosting department must determine if the change is acceptable. The health care provider must approve any changes proposed by the hosting department.
- 5.7.6. The physician's restrictions are provided to those required to ensure that the restrictions are followed. Supervisors must be made aware of the restrictions to ensure the modified work meets the physician's orders.
- 5.7.7. If the medical provider states, the employee can return to work with work restrictions the Company will notify the employee via a temporary assignment offer of employment. If the employee fails to report to work on the indicted start date the workers compensation company is to be immediately notified and the employee may be subject to discipline for failure to return to work.
- 5.7.8. The employee must obtain the appropriate forms from the Supervisor or Human Resources to be completed by his/her health care provider at each visit or every 30 days, whichever is sooner, for assessment of the employee's ability to perform the functions of the temporary assignment position. The employee is required to submit the work status form (or suitable replacement) to his/her supervisor within one working day following each visit to his/her health care provider.
- 5.7.9. If the health care provider states that the employee cannot perform any temporary assignments/ modified duties, the Company may challenge the decision depending on the injury and request independent medical information.
- 5.8. Temporary Assignment / Modified Work Procedures
 - 5.8.1. Physical demands are assessed for modified duty jobs to ensure they can be performed safely by injured employees. A list of jobs available to be performed for employees on modified duty should be maintained. All jobs should be assessed to determine which jobs can be performed by persons working under specific restrictions. It is recommended that a Physical Demands Analysis (PDA) be prepared for each of these jobs to ensure workers are placed accordingly.

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6. Training

- 6.1. Supervisors must accurately understand their key role in this program. Therefore, supervisors should receive training that includes specific details on the Safe Return to Work process and their responsibilities under this program. This training will be initially conducted as a one-time training with re-training every two years.
- 6.2. Employees will be trained upon initial assignment and every year thereafter.

7. Recordkeeping

- 7.1. The Company should maintain written records of incident details. This will help recall information about the circumstances of the incident later and will demonstrate due diligence. Incident investigation records should be maintained.
- 7.2. Records should be kept of communications with the injured employee regarding modified work. Workers' compensation and medical records, where applicable, should also be maintained.

8. Reference

- 8.1. OSHA 4045-06 2020