NEW MEXICO MUTUAL

GENERAL SAFETY AND HEALTH PROGRAM

New Mexico’s Experts in Workers’ Compensation Insurance

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Disclaimer

Employers should develop and implement a written hiring policy and procedure for their business operations in consultation with competent licensed legal counsel who can analyze the particular facts and circumstances of the employer’s business and operations in relation to applicable federal and state law. Such a program may include job applications, interviews, verification of job references and education, and a medical questionnaire.

This Document is not intended to provide specific advice about individual, legal, business or other questions. It has been prepared solely as a voluntary illustrative guide. It is not nor should in anyway be construed as a recommendation that a particular course of action be followed. If specific legal or other expert advice is required or desired, the services of an appropriate and competent professional should be sought.
Section I.

MANAGEMENT COMMITMENT AND INVOLVEMENT

POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: ____________________________
Title: ____________________________ Telephone: ____________________________

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Signature of CEO/President Date
Section II.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation
Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees’ questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.
Their supervisors will instruct all employees that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees
All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.
Section III.

ACCIDENT INVESTIGATION

Accident Investigation Procedures

The supervisor at the location where the accident occurred will perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.
ACCIDENT INVESTIGATION REPORT

COMPANY: ________________________________
ADDRESS: ____________________________________________

1. Name of injured: ____________________________  S.S. #: _______________________

2. Sex: [ ] M  [ ] F  Age: _______  Date of accident: _______________________

3. Time of accident: _______ a.m.  _______ p.m.  Day of accident: _____________

4. Employee’s job title: ______________________________

5. Length of experience on job: _______ (years) _______ (months)

6. Address of location where the accident occurred: _______________________________________

7. Nature of injury, Injury type, and Part of the body affected: _______________________________________

8. Describe the accident and how it occurred: _______________________________________

9. Cause of the accident: _______________________________________

10. Was personal protective equipment required? [ ] yes [ ] no  Was it provided? [ ] yes [ ] no
Was it being used? [ ] yes [ ] no  If "no", explain: _______________________________________
Was it being used as trained by supervisor or designated trainer? [ ] yes [ ] no  If "no", explain. ______________

11. Witness(es):

12. Safety training provided to the injured? [ ] yes [ ] no  If "no", explain: ______________

13. Interim corrective actions taken to prevent recurrence: _______________________________________

14. Permanent corrective action recommended to prevent recurrence: _______________________

15. Date of report _______________________
Prepared by: _____________________________

Supervisor (Signature) _____________________________  Date: _____________

16. Status and follow-up action taken by safety coordinator: ________________________________

Safety Coordinator (Signature) _____________________________  Date: _____________

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INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture. Injury Type: First aid - injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time - injured missed more than one day of work; No Injury - no injury, near-miss type of incident. Part of the Body: Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,
   a. Unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
   b. Unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14): Self-explanatory

(Item 15): Self-explanatory

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.
Section IV.

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained in Section IV have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

TO ALL PERSONNEL: Section IV Rules

1. All personnel shall follow the rules outlined in this Safety and Health Procedures Manual.

ALL EMPLOYEES

Lifting Procedures
1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Housekeeping
1. Do not place material such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dustpan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

6. Keep walking surfaces of elevated working platforms, such as scaffolds, clear of tools and materials that are not being used.

7. Straighten or remove rugs and mats that do not lie flat on the floor.

8. Remove protruding nails or bend them down by using a claw hammer.

9. Return tools to their storage places after use.

10. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.

11. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

Office Safety

1. Close drawers and doors immediately after use.

2. Put heavy files in the bottom drawers of file cabinets.

3. Open one file cabinet drawer at a time.

4. Use the handles when closing doors, drawers and files.

5. Do not stand on furniture to reach high places.

6. Use a ladder or step stool to retrieve or store items that are located above your head.

7. Do not kick objects out of your pathway; pick them up or push them out of the way.

8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.

9. Keep floors clear of items such as paper clips, pencils, tacks or staples.

10. Do not tilt the chair you are sitting in on its back two legs.

11. Carry pencils, scissors and other sharp objects with the points down.

12. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.

13. Keep the paper cutter handle in the closed/locked position when it is not in use.

14. Do not use paper-cutting devices if the finger guard is missing.

15. Keep fingers away from the ejector slot when loading or testing stapling devices.

16. Point the ejector slot away from yourself and bystanders when refilling staplers.

17. Use a staple remover, not your fingers, for removing staples.

18. Do not use extension or power cords that have the ground prong removed or broken off.

19. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.

20. Do not place your fingers in or near the feed of a paper shredder.

21. Do not connect multiple electrical devices into a single outlet.

22. Do not throw matches, cigarettes or other smoking materials into trash baskets.

23. Keep doors in hallways fully open or fully closed.

24. Turn off and unplug office machines before adjusting, lubricating or cleaning them.

25. Do not use fans that have excessive vibration, frayed cords or missing guards.

26. Do not place floor type fans in walkways, aisles or doorways.

27. Use handrails when ascending or descending stairs or ramps.

28. Obey all posted safety and danger signs.

29. Do not use frayed, cut or cracked electrical cords.

30. Do not run on stairs or take more than one step at a time.

31. Do not jump from ramps, platforms, ladders or step stools.

Personal Protective Equipment

1. Do not wear hard hats that are dented or cracked.
2. Do not paint or drill holes in hard hats.
3. Wear earplugs or earmuffs in areas posted "Hearing Protection Required".
4. Wear safety glasses, goggles or face shields when operating chippers, grinders, lathes or sanders.
5. Wear face shields over goggles or safety glasses during open furnace, hot dipping, metal plating or gas cutting operations.
6. Wear chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive".
7. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
8. Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.

Hand Truck Operations
1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. Push the tongue of the hand truck all the way under the load to be moved.
3. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
4. When loading hand trucks, keep your feet clear of the wheels.
5. Push the load so that the axle and not the handles will carry the weight. The operator should only balance and push.
6. Place the load so that it will not slip, shift or fall. Use straps, if provided, to secure the load.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
9. Do not walk backward with the hand truck, unless going up stairs or ramps.
10. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
11. Move hand trucks at a walking pace.
12. Store hand trucks with the tongue under a pallet, shelf, or table.
13. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
14. Do not lift slippery or wet objects; use a hand truck.

Hazardous Materials
1. Follow the safe handling instructions listed on the label of the container and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap after and normal hand washing motion. Always wash your hands after removing the
5. Do not smoke while handling chemicals labeled "Flammable".
6. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
7. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
8. Only dispense a liquid labeled "Flammable" from its bulk container located in areas posted "Flammable Liquid Storage".
9. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable", observe the following safety procedure:
   ☑ Only use red color-coded, metal containers for transferring the liquid.
   ☑ Electrically ground and bond the containers as follows:

   (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
   (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
   (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.

10. Before using the chemical exhaust hood, manually flip the fan motor switch to the "on" position.
11. Do not use chemicals from unlabeled containers and unmarked cylinders.
12. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
13. Do not drag containers labeled "Flammable".
14. Use a rubber cradle when transporting unpackaged glass bottles of chemicals.
15. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".
16. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic".

Hand Tool Safety
1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
2. Keep the blade of all cutting tools sharp.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives or other cutting tools, cut in a direction away from your body.
9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
10. Do not perform "make-shift" repairs to tools.
11. Do not use "cheaters" on load binders or "boomers".
12. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
14. Transport hand tools only in toolboxes or tool belts.

Hammers
1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy or wet.
6. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.
7. Use only a sledge type hammer on a striking face wrench.

Saws
1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.
3. Do not use a saw that has dull saw blades.
4. Oil saw blades after each use.
5. Keep hands and fingers away from the saw blade while using the saw.
6. Do not carry a saw by the blade.
7. When using a hand saw, hold the work piece firmly against the worktable.

Screwdrivers
1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the workpiece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. Use a screwdriver that has an insulated handle for electrical work.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily or greasy.
10. Do not use a screwdriver to test the charge of a battery.
11. When using a spiral ratchet screwdriver, push down firmly and slowly.

Snips
1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver or pry bar.
6. Use the locking clip on the snips after use.

Tool Boxes/Chests/Cabinets
1. Use the handle(s) when opening and closing a drawer or door.
2. Tape over or file off sharp edges on toolboxes, chests or cabinets.
3. Do not stand on toolboxes, chests or cabinets to gain extra height.
4. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and toolboxes; do not pull.
6. Do not open more than one drawer of a toolbox at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a toolbox or chest as a workbench.
9. Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.
Ladders and Step Ladders
1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour".
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by having another employee hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.
19. Do not leave tools on the steps of a ladder.

Electrical Powered Tools
1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spraybooth.
11. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
12. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrip or other nonconductive areas designed for gripping purposes.
13. Do not remove the ground prong from electrical cords.
14. Do not use an adapter such as a cheater plug that eliminates the ground.
15. Do not connect multiple electrical tools into a single outlet.
16. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
17. Do not drive over, drag, step on or place objects on a cord.
18. Wear dielectric gloves when working on electric current.
19. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
20. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

Hydraulic/Pneumatic Tools
1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before use.
5. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Vehicle/Driving Safety
1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Do not drive on the road shoulders.
4. Use side and rearview mirrors before making lane changes, turns and sudden stops.
5. Only employer authorized personnel may operate any company vehicles.
6. Do not operate a vehicle if you are ill or fatigued.
7. Do not operate a vehicle if you are taking any medications whose container label indicates that the medication may cause drowsiness or other side effects.
8. Turn the vehicle off before fueling.
9. Do not smoke while fueling a vehicle.
10. Wash hands with soap and water if you spill gasoline on your hands.

Section V.

Early Return To Work Policy

Fiber Works is concerned about the health and safe work habits of its employees. In the event you become ill or injured on the job, we would like to assist you in obtaining the best treatment to help you return to your regular job as soon as possible. The following information has been prepared to help you understand the procedures for notifying us with appropriate information to assist you in your return to work.

If you are injured on the job, it is the Company’s intent to offer you modified work (sometimes called light duty) while you are recovering from a work-related illness or injury. Such positions will be temporary in nature and will be monitored by your immediate supervisor. *Job restrictions, as defined by treating physicians, will be strictly adhered to.*

1. Definition of Modified Work.
Fiber Works defines “modified work” as temporary assignments within an employee’s physical abilities, knowledge and skills. These positions are developed using the employee’s abilities/restrictions as
determined by the employee’s treating physician. They may also include responsibilities and tasks taken from the employee’s regular job, when the employee cannot perform full duties or work a full day.

2. Communication Regarding Return to Modified Work.
The employee shall take a Return to Work recommendation form advising the doctor we are willing to offer modified work during recovery from an on the job injury. In all cases, an employee is required to return the Return to Work form to his/her immediate supervisor upon returning to work or within 24 hours, whichever is the most reasonable to expect. Additionally, all ill or injured workers will complete accident report forms (including all necessary paperwork), that this office will forward to New Mexico Mutual Group, our insurance company. We will communicate with the medical provider regarding any work restrictions.

An employee who has been excused from work as a result of an on-the-job illness or injury will be required to contact his/her supervisor (on a weekly basis) by reporting the first day of each scheduled work (week).

3. Release to Modified Work and Job Offer
Upon receipt of the Return to Work recommendation form, a job analysis will be developed and signed by the medical provider, describing the modified work position. A written job description will be mailed via certified mail to the employee. This mailing may include a copy of the signed medical release including the work release to. Also, included in this letter will be the following: wage, hours, report time, report date, location, supervisor’s name and phone number and duration of light duty assignment.

Copies of all job analyses and work releases will be forwarded to New Mexico Mutual Group.

Continuation of temporary modified work assignments for disabled employees will be reviewed regularly. Fiber Works reserves the right to determine the duration of light duty work.

4. Monitoring the Return to Work Program
Modified and alternative jobs and work hours are temporary in duration, and the modified work release will be re-evaluated by the treating physician on the next scheduled medical appointment. Upon receiving any additional information, Fiber Works will reevaluate its ability to provide temporary, modified work and to increase or decrease the job responsibilities, based upon the restrictions outlined by the physician.
For additional information or questions

Please contact

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New Mexico Mutual Website
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