**GRD Construction LTD.**
We strive for excellence in all that we do.

**INJURED EMPLOYEE PROCEDURE LETTER**

Dear Employee:

Unfortunately, you have been injured on a GRD Construction Ltd. worksite and we would like to assist you in matters pertaining to your WorkSafeBC/WCB Alberta claim. We recognize that our employees are most valuable resource and in keeping with this belief, we have developed a "Workers Injury/Recovery" Package that also contains a "Return to Work" Program for all employees who are recovering from a work related injury. This may involve the provisions of modified work.

Modified works are job duties that are within your restrictions and that you are capable of doing while recovering from your work related injury. In order for us to accurately identify your work restrictions and offer appropriate modified work, you are required to have your Doctor complete the forms provided.

If you have been injured while working on a GRD Construction Ltd. worksite, the following procedures apply:

1. Notify your supervisor and/or attend first aid.
2. Sign for receiving the Workers Injury/Recovery Package.
3. Complete the "Workers Report of Injury" and give it to your supervisor when
4. Take the return to work package (inside your Workers Injury/Recovery Package) to the Doctor or Physiotherapist and have them complete the Medical Assessment form

*Do not come back and say your Doctor/Physiotherapist would not complete the forms. This will delay any compensation you may be entitled to.*

5. Return the forms to your supervisor – Or office if that is easier for you.
6. You must accept a modified return to work program if you are offered on as long as it is within your physical means – if you are medically capable, as decided upon you Doctor/Physiotherapist or by WorkSafeBC/WCB Alberta Medical personnel, to perform the tasks you MUST return to work or you will no longer receive WorkSafeBC/WCB Alberta benefits.
7. Remain in regular contact with your supervisor.

If you have any problems or questions, call GRD Construction Ltd. Safety Coordinator
**Office: 604-503-5525**