

Team Member Workers' Compensation Guide

The following information is to provide guidance throughout your Workers' Compensation claim. Grainger is here to support you throughout this process!

Team Member Workers' Compensation Checklist

If you incur an on the job injury...

1. Notify your supervisor
2. Your supervisor will work with you to contact AbsenceOne to report your injury
3. Follow up with your supervisor
4. Provide any medical documentation and status updates to AbsenceOne (Sedgwick), who is the third party administrator and will administer your workers' compensation claim, and HR
 - a. If you require work modifications/restrictions, inform your supervisor and they will engage the appropriate parties in this process
5. Keep an open line of communication with your supervisor throughout this process
6. Inform your supervisor of any return to work (RTW) updates
 - a. If you require work modifications or restrictions, inform your supervisor and they will engage the appropriate parties in this process

Here's what you should know:

- Sedgwick will be managing you regarding your claim. They will provide you with claim instructions and contact information for your claim representative, who will be your point of contact for the claims process.
- Modified Duty may be available to help you return to work
 - This is a temporary job to meet the restrictions indicated by your medical provider
 - Local HR will coordinate with your supervisor and Sedgwick to implement transitional duty
 - Keep your supervisor and HR informed as your work restrictions change
- We strive to return you to your pre-injury position. Reasonable modifications to accommodate restrictions identified by the treating medical provider are made if possible.
- You may use paid time off or state mandated sick time (if eligible) during the workers' compensation waiting period.

Contact Information:

Contact Sedgwick if you have questions about your claim. Contact Grainger Benefits Service Center if you have questions about your benefits.

Sedgwick Claim Representative

Contact information is provided when you initially report your claim.

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Integrated Disability Manager

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Monica Handrick

Manager, Risk Management

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Roles/Responsibilities for other stakeholders:

Sedgwick Claim Representative

- Manage all workers' compensation claims
- Pay medical bills, work with Grainger to ensure each TM is receiving appropriate medical treatment and achieve claim resolution

Supervisor

- Support TM throughout workers' compensation process
- Assist in RTW process

Integrated Disability Manager (IDM)

- Assist in RTW process when there are work modifications or restrictions

HR

- Provides support and coordinates communication
- Assists in RTW process
- Work with supervisors and Sedgwick Claim Representative in returning TM to work as soon as medically possible (includes Transitional Duty)

Risk Management

- Monitor the performance of the Sedgwick to ensure they meet Grainger's expectations when handling claims
- Overall WC program responsibility

AbsenceOne (who is Grainger's leave of absence administrator)

- Track lost time cases if FMLA eligible

Return to Work Process:

- The goal is to return the team member back to work
- Team member is to report when they are able to RTW with or without restrictions
- If with restrictions, Sedgwick or team member provide restrictions to Integrated Disability Manager
 - Coordinate with HR support as needed throughout this process
- Supervisor works with HR/IDM and as required to return the team member to work
- Supervisor monitors return to work
- Sedgwick stays in contact with physician to monitor & report changes in restrictions until full duty