



Dear Member:

Enclosed you will find four (4) different forms that you will need to read carefully. Completion of these forms is a mandatory requirement of your membership in The Timberman Fund. Make additional copies of the forms as needed. **Please have these forms completed and filed in your employee records immediately. Your Loss Control Consultant will be checking these forms on their first visit.** Have your current employees sign these now and in the future have new employees sign them after being hired, but before starting work. Your prompt response to each of these forms is one step you can take to help lower the cost of workers' compensation insurance.

- 1) The "Second Injury Fund Questionnaire" ascertains an employee's physical and mental condition *after* he has been employed. A supervisor, who has the authority to hire or fire, must witness the employee's signature, sign, and then files these forms in the personnel file. All questions must be answered.
- 2) Enclosed is a written drug testing policy that our board of directors adopted as a requirement for all members of the fund. You must have a **written** drug policy in order to test for drug abuse or contest an accident on the basis of drug abuse. If you don't already have a written drug policy in place then please follow the "Drug Policy Instruction Sheet" included to implement this written drug policy immediately.
- 3) The "Part-Time Employment Acknowledgement Form" is to be completed and filed in your personnel file for part-time employees. If there is an accident, our claims company, **ASC**, would need this form in order to pay benefits correctly. This form must be filled out on all employees who are not guaranteed 40 hours a week.
- 4) The "Agreement to be covered by Louisiana Workers' Compensation and Occupational Disease Law" is to be completed by all employees and filed in your personnel file. This form protects you when employees are temporarily in another state since we provide coverage only for State of Louisiana operations.

We appreciate your cooperation in implementing these forms into your system. Our goal is to make your insurance as affordable as possible. If you have any questions, please call us for assistance.

Sincerely,
The Timberman Fund