

## 14.11 Medical Emergency Procedures

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to have a written plan for medical emergencies.

### Procedure:

Before the start of work and annually thereafter, each employee shall complete an Emergency Medical form that lists the employee's preferred doctors and hospital/treatment center, medications, known medical conditions, persons to contact in event of an emergency and any other relevant medical information. Emergency medical forms are to be secured, yet readily available at each work site and immediately provided to responding emergency personnel.

Only persons trained and certified in first aid shall treat injured personnel. Injuries will be assessed for seriousness and whether professional treatment is warranted.

If a person trained and certified in first aid is unavailable, the Director of Human Resources, contract manager or supervisor will examine the patient and determine the seriousness of the injury.

If it is determined that emergency services are needed, 911 must be called immediately. If there is any doubt as to seriousness of injury, 911 must be called.

The patient may be transported by either company or personal vehicle to either the closest emergency facility or a facility designated by the patient only if there is no risk of further injury. Whenever possible, the Director of Human Resources must be contacted prior to transport.

Within twenty-four (24) hours, a written incident report is to be submitted to the Director of Facilities.

#### EMERGENCY TELEPHONE NUMBERS

Ambulance (fire department)	911
Police department	911
Poison Control Center	1-800-222-1222