



Medical Emergency

Inteli-Care will make every effort to ensure the workplace is safe and healthy for all employees. In this effort we are establishing a protocol for action and who to contact in the event of a medical emergency at the worksite.

Below are the steps and considerations for individuals who witness or respond to a medical emergency.

1st priority – Call 9-1-1 if severe illness or injury is possibly life threatening. In the event of a possible life-threatening medical situation, call 9-1-1 immediately for emergency services first. For example, life threatening emergencies might include, but would not be limited to, severe chest pains, uncontrolled bleeding, loss of consciousness or behavior that is violent.

2nd priority – Contact First Responders. *(First responders may include your security personnel, supervisors or other employees who are first aid/CPR trained).* First Responders may provide basic first aid or CPR until emergency medical services (EMS) are able to take over.

3rd priority – Contact Human Resources. Human resources will station an employee at the building entrance to direct EMS to the location of the medical emergency. Human Resources will then attempt to contact the employee's designated emergency contact person.

Employees can assist in a medical emergency by doing the following:

- Direct someone to call 9-1-1 or clearly state that you will call.
- Direct someone to contact/locate first responders or clearly state that you will do this.
- Identify and/or remove any dangers to the victim or others in the vicinity. DO NOT move the victim unless the person's life is endangered in the current location.
- Attend to the victim as needed/able until someone more qualified can take over. This may just be talking to them reassuringly or holding their hand. If the person is conscious, ask for permission before giving care.
- Direct someone to contact/locate someone in HR or clearly state that you will do this.
- Take note of the specifics such as, who was involved, what happened, when did it occur and where did it occur. This information may be needed by EMS, a first responder or HR.
- Direct someone to verify that a staff member is at the front entrance to meet EMS.
- Reduce unnecessary employee traffic around the area.

An incident report must be completed within 48 hours by the supervisor of the employee involved in the medical emergency. Statements should be obtained by witnesses and others involved.



First Aid

The following list sets forth the minimally acceptable number and type of first-aid supplies for first-aid kits required under paragraph (d)(2) of the logging standard. The contents of the first-aid kit listed should be adequate for the work site. First-aid kits should be provided at the work site or additional quantities of supplies should be included in the first-aid kits:

- Gauze pads (at least 4 x 4 inches).
- Two large gauze pads (at least 8 x 10 inches).
- Box adhesive bandages (band-aids).
- One package gauze roller bandage at least 2 inches wide.
- Two triangular bandages.
- Wound cleaning agent such as sealed moistened towelettes.
- Scissors.
- At least one blanket.
- Tweezers.
- Adhesive tape.
- Latex gloves.
- Resuscitation equipment such as resuscitation bag, airway, or pocket mask.
- Two elastic wraps.
- Splint.
- Directions for requesting emergency assistance.