

PROCEDURE NUMBER:



SOLID WASTE PROCEDURES

SUBJECT: Injured Employee Procedure

EFFECTIVE DATE: October 1, 2012

PURPOSE

The purpose of this procedure is to ensure standard compliance across management staff in the event of an employee injury.

PROCEDURE

When any management staff is notified of an employee injury:

- An alpha-page email should go out immediately.
- The foreman and/or supervisor on duty should ensure contacts are made to the:
 - Employee's family
 - All levels of management staff and our Safety Coordinator
 - If it is a weekend, please refer to the on-call list which is emailed by safety services monthly.

If the injured employee is in the field:

- The foreman or supervisor on duty will arrive at the incident location and transport the employee for medical attention unless it is a life threatening emergency, in which case an ambulance should be called.
- The employee should be taken to the nearest Banner Occupational Health Clinic for examination/treatment.
- An injured employee should never be behind the wheel of a vehicle.
- If the foreman/supervisor feels that additional office coverage is necessary, someone should be called in for coverage.

MANAGEMENT RESPONSIBILITIES AND GUIDELINES

A member of the management team should be with the employee at all times or until the injured employee/employee's family has indicated that they no longer need to be there. The solid waste staff need to ensure that the injured employee is not alone, has transportation, has all of his/her personal belongings and a way to get his/her personal vehicle home.

ISSUED BY:

SOLID WASTE MANAGEMENT DIRECTOR