

	<b>Standard Operating Procedure</b>		<b>SOP Number</b> <b>A-102</b>	<b>Revision</b> <b>2</b>
	<b>Emergency Services Procedure</b>		<b>Effective Date</b> 05/20/22	<b>Page</b> <b>Page 1 of 4</b>
<b>Written by/ Date</b> <i>Bill Demard</i> 02/07/22 <b>Title: Safety Director</b>		<b>Reviewed by/ Date</b> <i>R. He Q</i> 02/18/22 <b>Title: HR Director</b>		<b>Approved by/ Date</b> <i>S. A. Williams</i> 03/09/22 <b>Title: QA Manager</b>

## 1.0 Purpose

The purpose of this procedure is to provide guidelines on preparing for, reporting, and responding to emergencies to ensure the safety and well-being of persons served. This Policy also applies to all employees that leave Ion Labs in an ambulance, regardless of a work related injury or personal medical condition.

## 2.0 Scope

Ion Labs Inc. 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.

## 3.0 Responsibility

- 3.1 All employees must assess medical emergencies according to the Priority Standards listed in the procedure section of this policy.
- 3.2 Manager/Supervisors must immediately notify the Safety Director or Safety Coordinator and HR of any medical emergency event.
- 3.3 HR is the only department that may clear an employee to return to work.
- 3.4 HR will retain all copies of the documentation in the employee's personnel file.

## 4.0 Definitions

- 4.1 **First Responder** - personnel trained in Basic First Aid/CPR and AED emergency response until EMS take over. All shifts at Ion Labs Inc. will have trained first responders.

## **5.0 References**

- 5.1 A-107, SOP, Workplace Safety Procedure
- 5.2 HR after hours contact number 727-421-2207
- 5.3 Safety Director after hours contact number 813-267-9960

## **6.0 Procedure**

- 6.1 Below are the steps and considerations for employees who witness or respond to a medical emergency. Emergency Services **will** be called if the 1<sup>st</sup> Priority criteria's are met.
  - 6.1.1 **1<sup>st</sup> 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. Call 911 if the victim is or becomes unconscious, has chest pains or pressure, has difficulty breathing, is bleeding severely, has pain or pressure in the abdomen, is passing or vomiting blood, has slurred speech or severe headache, has seizures, has a head, neck or spine injury, has possible broken bones, or has been poisoned. In the event of emergencies involving pregnancies, call 911 immediately. Follow all guideline prescribed in SOP A-107 Workplace Safety Procedure.
  - 6.1.2 **2<sup>nd</sup> priority – Contact First Responders** for all medical events not meeting Priority 1. All Ion Labs Inc. shifts have trained first responders who are trained to assess and render basic First Aid. Follow all guideline prescribed in SOP A-107 Workplace Safety Procedure. HR must be notified immediately.
  - 6.1.3 **3<sup>rd</sup> priority – Contact Human Resources/Safety Director.** If on duty, HR/Safety Director will determine if an ambulance is to be called. 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. If after hours,

contact the Safety Director or HR Director if Priority #1 is uncertain. Follow all guideline prescribed in SOP A-107 Workplace Safety Procedure.

- 6.2 Here are ways you can assist in a medical emergency:
  - 6.2.1 Direct someone or clearly state you will call 9-1-1 as needed.
  - 6.2.2 Direct someone or clearly state you will contact/locate first responders.
  - 6.2.3 Identify and/or remove any dangers to the safety of the victim or others in the vicinity. DO NOT move the victim unless their life is endangered by their current location.
  - 6.2.4 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 conscious ask for permission before giving care.
  - 6.2.5 Direct someone or state you will contact/locate HR and/or Safety Director.
  - 6.2.6 Take note of specifics (who was involved, what happened, when did it occur, where did it occur). This information may be needed by EMS, first responders, or HR.
  - 6.2.7 Double check that someone is at the front to meet EMS.
  - 6.2.8 Reduce unnecessary employee traffic around the area.
- 6.3 All events must be reported to HR and reports must be completed within 24 hours by the employee's supervisor. Statements must be obtained by others involved and witnesses. Follow all reporting guidelines prescribed in SOP A-107 Workplace Safety Procedure.
- 6.4 This Policy applies to all employees that leave Ion Labs in an ambulance, regardless of a work related injury or personal medical condition. HR is the only department that may clear an employee to return to work.

- 6.5 Employee must contact HR and set up a time to come in and review medical release/clearance prior to returning to work.
- 6.6 Employee and HR will review all paperwork together, check for any and all restrictions (if applicable) and make sure the employee understands and agrees to adhere to them.
- 6.6.1 If the employee is cleared with the proper documentation, HR will call the employee's supervisor and review the restrictions with them as well, prior to the employee returning to work. All must be in agreement and understanding of the restrictions, with the willingness to adhere to them. If there are no restrictions, HR will call the employee's supervisor and inform them there are no restrictions.
- 6.6.2 Employee returns to work as usual or with restrictions (so long as ION can accommodate).
- 6.6.3 If ION cannot accommodate the restrictions, employee may return to work when they have written approval from their doctor to return to work on full duty.
- 6.6.4 HR will retain all copies of the documentation in the employee's personnel file.
- 6.6.5 If the employee does not bring proper documentation, they may not return to work until they do.
- 6.6.6 Never under any circumstances, may an employee return to work without following this process. Not following this process may result in disciplinary action up to and including termination.
- 6.6.7 If an employee returns to work without notifying HR prior to, the supervisor is responsible for bringing them to HR immediately.

## **7.0 Revision History**

Revision	Date	Description of Changes	CCR #	By
0	05/08/20	New.	N/A	K. Patton
1	03/02/21	Update responsibilities.	CC-21-0069	B. Almand
2	02/03/22	Update responsibilities, references and procedures	CC-22-0056	B. Almand