

TREATMENT PROCEDURE

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1. An injured employee shall:
 - a. Report to the first aid station for evaluation and/or treatment per the procedures outlined in the Injury Reporting Policy. The First Aid Station is located at the job trailer or support vehicle for field activities.
 - b. The Supervisor/Foreman will call 911 Emergency Services or administer the first aid care needed by the employee and then begin a Occupational Injury Illness Report (OIIR).
 - c. The completed OIIR will be forwarded to Management.
2. If more than First Aid treatment is required:
 - a. A "Treatment/Restriction Report" form is required before outside medical attention is rendered. This form authorizes necessary treatment to the employee, subject to provisions of the Workers' Compensation Act.
 - b. A company representative will accompany the injured employee to the medical provider. The accompanying company representative will sign the "Treatment/Restriction" report in the "AUTHORIZED BY" field, located on the front side below the employee's name. The employee shall sign the "Authorization for Release of Medical Information" located on the bottom of the second side of the Report.

ADDITIONAL INFORMATION

1. When an employee is injured at work and requires non-emergency medical attention, that employee will be taken to a Health Care Center for evaluation and/or treatment. For emergency medical attention, the employee will be taken directly to the Hospital's Emergency Room for evaluation and/or treatment. It is the company's expectation that the injured employee seek medical attention from the designated company physician for the first 10 days following the injury.
2. The current First Aid Procedure reads that a company representative will accompany the injured employee to the medical provider if more than First Aid is required. This refers to the initial injury and not follow-up visits.
3. After treatment is rendered, the accompanying management employee shall request a review by the physician of the employee's work status as directed by the "Treatment/Restriction Report." The completed report shall be returned for retention in the employee's case file.

TRANSPORTING INJURED EMPLOYEES

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I. PURPOSE

Establish guidelines for transporting injured/ill employees in emergency and non-emergency situation.

II. EMERGENCY SITUATION (LIFE-THREATENING)

A. Alert Supervisor/Foreman

Provide your name, name of injured, and location of injured
Provide a description of the injury/illness
Provide nearest access where the ambulance can be met.

B. Supervisor/Foreman will activate the emergency protocol by calling 911 (local dispatch) for Emergency Services requesting an ambulance.

Provide Emergency Services with a description of the injury/illness as available.

C. Ensure the ambulance arrival to the injury site.

III. NON-EMERGENCY (NON-LIFE THREATENING)

A. Specific injuries may require further evaluation and/or treatment. The employee will be given the necessary Treatment/Restriction Report for workers' compensation reimbursement. These activities must be coordinated through the Company.

B. The employee must complete and return the required documentation.

C. The Company will make the determination of whether or not the employee may return to work according to restrictions and availability of work.

MEDICAL CASE MANAGEMENT 209

I. PURPOSE

To develop methods for case management or disability management to ensure continued delivery of medical care during a sick or injured employee's period of disability.

II. RESPONSIBILITY

It is the responsibility of the Company to coordinate the rehabilitation and medical management of employees injured at work. Case management may be accomplished through:

- Maintaining contact with the ill or injured employee through the disability period
- Reviewing medical disability forms and reports
- Contacting physicians and other health care providers regarding rehabilitative progress.
- Reviewing on-going health care and serving as a resource for referrals
- Discussing, with treating physician, fitness to return to regular or alternate work, if alternate work is available.

III. ASSESSMENT FOR RETURN TO WORK

If an employee has had lost time due to medical disability, injury or illness, details of assessment for returning to work will be discussed between the treating physician and/or the employee health care provider and the occupational health professionals and/or company physician as discussed in "Health Assessment - Return to Work Evaluation" section of this manual.