**Guidelines for Transportation of Injured/Ill St. Norbert College Employees**

**(October 2015)**

In accordance with OSHA regulations, St. Norbert College employees who are injured or become ill while at work and need medical evaluation must be treated promptly by trained on-site first aid providers or brought to a nearby healthcare facility.

If a St. Norbert College employee is injured or becomes ill while at work, there are various options for medical evaluation and transport to a healthcare facility. These options are illustrated in the flow chart below:

SNC Employee Injured or ill while at work

Medical Attention is not needed immediately and may or may not seek medical attention at a later date

Medical Attention needed is:

* Non-life threatening
* No loss of consciousness
* No head or spinal cord injury

Medical Attention needed is:

* Serious/Life Threatening
* Loss of Consciousness
* Head or Spinal Cord Injury

Transport Options:

1. Injured/ill employee is able to walk or drive to medical facility
2. If unable to drive or expresses concerns about driving, supervisor calls Campus Safety at 403-3299 to transport them
3. If Campus Safety is not available, then supervisor or coworker trained in Defensive Driving will transport them in College Owned Vehicle
4. If no one available with Defensive Driving, then supervisor or coworker will transport them in personal vehicle.
* Contact EMS (Call 911)
* EMS transports employee to nearest healthcare facility
* Notify Emergency Contact

No transport is needed, however if employee needs a ride home, follow Transport Options taking employee home instead of medical facility

The order of these transport options is not be set in stone as some discretion should be given to the injured/ill employee and/or any supervisor/co-workers assisting with arranging medical transportation and much will depend on the individual circumstances. However, **for non life- threatening events**, these guidelines should be appropriate in most instances. The rule of thumb should be to use common sense to ensure that our injured or ill employees get appropriate medical attention as quickly as possible.