

CHAPTER 36

SERIOUS/CRITICAL INJURY PROCEDURE

PURPOSE

- To ensure an injured person is immediately provided the necessary medical attention.
- To ensure notification of family occurs in a timely and discrete manner.
- To ensure compliance with the notification requirements of OSHA.
- To ensure that all safety hazards are identified and promptly corrected.

SERIOUS/CRITICAL INJURY DEFINITION

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves an amputation
- consists of burns to a major portion of the body
- causes the loss of sight in an eye

1. FIRST PRIORITY

GET INJURED WORKER IMMEDIATE MEDICAL ATTENTION

In the event that a serious incident has occurred, where meeting the definition above, the following critical steps should be taken:

- 1) Contact emergency services and alert them to the incident and the need of immediate medical attention. If you are working in a facility that has its own in-house emergency services, call their emergency phone extension. If you are working in a facility that does not have its own in-house emergency services, call "911."
- 2) Transport of injured person:
 - a) Transportation by emergency services personnel: find out where the injured person is being taken and have someone meet the ambulance at the hospital to give the necessary information and monitor the injured person's condition as it changes.
 - b) Transportation by method other than emergency services personnel: call ahead to the hospital to alert them of the in-route injury and give the hospital the necessary incident information upon arrival.
- 3) Once professional medical attention is either in route or in progress, the supervisor will alert the HTS AmeriTek Operations Manager and the HTS AmeriTek Safety Manager of the incident and current status.
- 4) After the injured person has been moved to a medical facility, the area of the incident should be barricaded to preserve the scene for investigation purposes.
- 5) If there are any witnesses, get handwritten statements from each in and have them sign their written statements. The supervisor should sign the witness statement as a witness to their statement with the date and time of statement.
- 6) If there are any non-HTS AmeriTek authorized, non-facility authorized or non-family inquires (i.e., news media), do not give or confirm any details of the incident and refer them to the lead investigator or person designated to handle outside inquiries.

2. FAMILY NOTIFICATION

- In the event of a serious injury: the injured person's family should be contacted by the closest person within the company to that person's family. If there is no employee close to any of the injured person's family, the Safety Manager should call the closest family member.
- In the event of a fatality: the family should be notified by the most capable person within the company; whether it is a fellow employee who is close to the deceased or the company President. This person should be notified in person if possible.

3. TO ENSURE COMPLIANCE WITH THE NOTIFICATION REQUIREMENTS OF OSHA

(See Chapter 35 “Incident Investigation Procedures” of HTS AmeriTek’s safety manual)

- In the event of a serious injury: follow standard record keeping and reporting procedures.
- In the event of a fatality: OSHA must be notified within eight (8) hours; follow established record keeping and reporting procedures.

4. TO ENSURE ALL SAFETY HAZARDS ARE IDENTIFIED AND PROMPTLY CORRECTED

(See Chapter 35 “Incident Investigation Procedures” of HTS AmeriTek’s safety manual)

- Within a client facility: assist client investigator in identifying present and contributing hazards and determining the root cause of the incident.
- Outside a client facility: the Safety Manager will take the lead in identifying present and contributing hazards and determining the root cause of the incident.
- Ensure all present and contributing hazards have been addressed and corrected.

HTS AmeriTek Plant Services, LLC

MEDICAL PROVIDERS

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