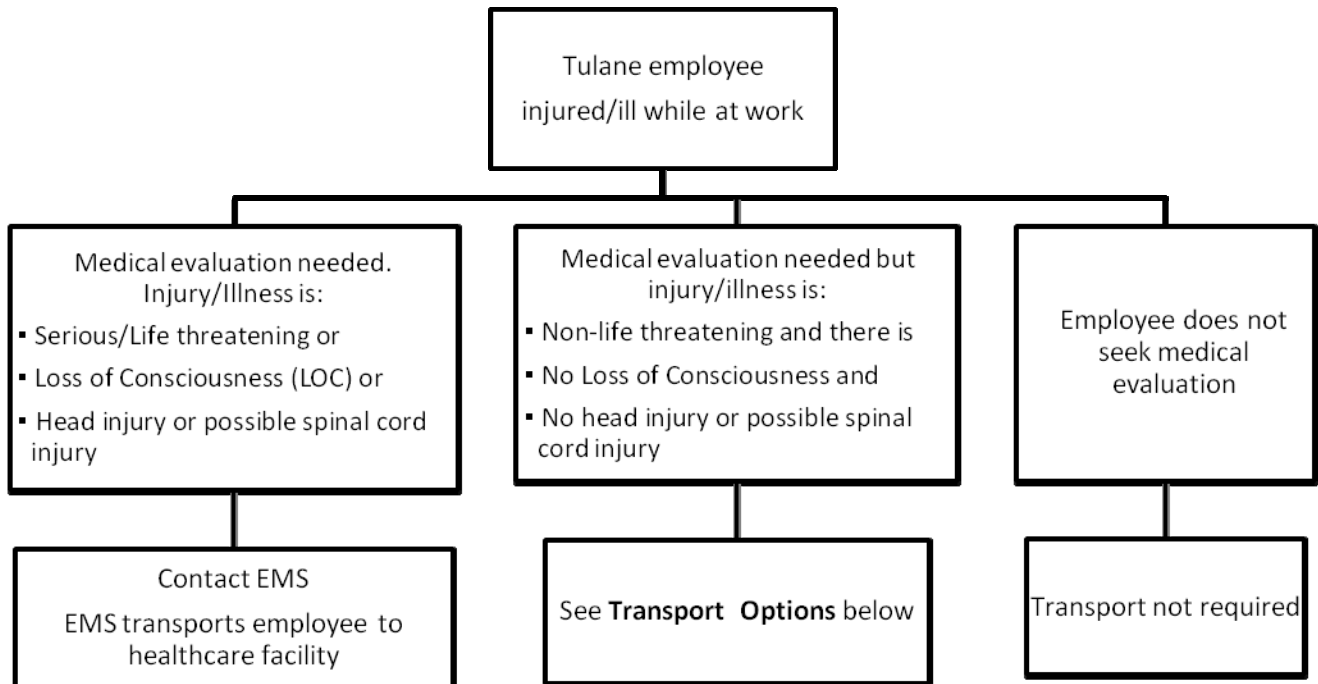


Guidelines for Transportation of Injured/Ill Tulane Employees (February 2009)

In accordance with OSHA regulations, Tulane 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.

(* NOTE: This includes contract employees who are directly supervised by Tulane employees. Independent contractors are NOT covered by this policy unless otherwise specified in their contract.)

If a Tulane 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:



Transport Options

In the event of a serious or life threatening injury, Emergency Medical Services (EMS) should be contacted immediately to transport the employee to the nearest healthcare facility. Municipal emergency medical services (911) can also be utilized where available.

The following transport options apply to employees who need medical attention for non-life threatening conditions or injuries where there has been no loss of consciousness and no possible spinal cord damage or head injury.

Transport Options (continued)

1. If the injured/ill employee is able to walk or drive himself/herself to seek medical attention, that would be the best option.
2. If the injured/ill employee is unable to drive himself/herself to seek medical attention or expresses concern about driving, then the employee's supervisor or co-worker should use a Tulane University vehicle, if one is available, to transport the injured/ill employee.
3. If there is no TU vehicle available, and the injured/ill employee has a vehicle and gives permission for a co-worker to drive it, then the injured/ill employee's vehicle should be used by a co-worker.
4. If no vehicle and driver are available, then Emergency Medical Services (EMS) should be dispatched.
5. If EMS is not available, then depending on the severity of the situation, either a taxi can be used (cost to be reimbursed) or a personal vehicle of a co-worker can be used (mileage to be reimbursed).

Of course, 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 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.