

Transportation for Ill / Injured Employees		Policy #:	X-300
Volume:	Human Resources Management Manual	Originated:	Oct 29/93
Section: Application:	Health and Safety All Employees	Reviewed:	May 2, 2016 Jan 21/13 Nov 10, 2014
Approved by:	Senior Management- Oct 18, 2016	Last Revised:	Dec 7/10 Dec 20/12 Nov 19, 2013
Reviewed by:	JHSC – Sept 14, 2016	Page:	1 of 2

PURPOSE

To ensure both timely medical attention and return to work after medical attention.

POLICY

When an employee becomes ill or injured at work and is unable to transport themselves safely, they shall be assisted in obtaining transportation to the hospital, doctor's office or their home, according to their needs.

PROCEDURE

1. When it has been assessed by their supervisor/manager (or designate), or the Occupational Health professional (or designate), that an employee requires assistance in transportation to the hospital, doctor's office or their home due to medical condition whether acquired initially at work or not , transportation shall be provided by:
 - a family member/friend;
 - taxi ticket; or
 - if severity of injury/illness warrants, ambulance.
2. The person who is assisting the employee determines which route of transportation is appropriate, if escort is required and arranges transportation by:
 - assisting the employee, if necessary, to call their family member/friend to come and get them;
 - providing a taxi ticket if the above means of transport is not possible, and the destination is within a reasonable distance. The taxi ticket can be obtained from Occupational Health, Safety and Wellness Department , or switchboard if not available within the department; or
 - calling the ambulance, e.g., telephone 911, in an emergency situation which requires professional assistance on route to the hospital.

ACCOUNTABILITY

Senior Management: is responsible for approving the policy for the transporting of ill/injured workers

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Managers and Supervisors: are responsible for ensuring staff are aware of the policy and how to access transportation

Employees: are responsible for reviewing and adhering to the policy