



January 14, 2013

RE-ISSUE

ALL SENIOR PLANT MANAGER DIRECT REPORTS
ALL MANAGERS DISTRIBUTION OPERATIONS
ALL SUPERVISORS
ALL EMPLOYEES

SUBJECT: EMERGENCY MEDICAL TREATMENT/CALLING-911

The following procedures are to be used when emergency medical treatment is needed for an injured or ill employee; and it has been determined that the employee should not be moved.

1. Do not move the employee or give medical attention.
2. The Supervisor or the *employee who finds an injured or ill person should immediately call the **Postal Police at ext. 8513**, to inform them of the medical Emergency; and 911 services are needed ASAP. At this point, give the Postal Police specific information as to where the ill/injured employee is located and type of injury, if possible.

Postal Police employees are qualified to provide emergency CPR/first-aid and utilize an Automated External Defibrillator.

3. The Supervisor or *employee can designate one employee to give the name and nature of illness or injury of the injured or ill employee, and the area in which the ill/injured employee is located (floor, unit, column or room number, etc.) To prevent confusion, only one phone call should be made.
4. **Only** the Postal Police are to initiate the 911 procedure. Postal Police will escort the Paramedics and or Fire Department to the exact location.

*Special Note * = this applies when a supervisor is not in the immediate area.*

OUTSIDE MEDICAL TREATMENT

On Saturdays, Sundays and Holidays (or any other times the Medical Unit is closed).

1. Do not move the employee or give medical attention.
2. The Supervisor or the *employee who finds an injured or ill person should Immediately call the Postal Police at ext. 8513, to inform them of the medical Emergency; and those 911 services are needed ASAP. At this point, give the Postal Police specific information as to where the ill/injured employee is located and type of injury, if possible. **Postal Police employees are qualified to provide Emergency CPR/First aid and utilize an Automated External Defibrillator.**

*Special Note * = this applies when a supervisor is not in the immediate area.*

Postal Police employees are qualified to provide emergency CPR/first-aid and utilize an Automated External Defibrillator. ALL Private Postal Security employees are qualified to provide emergency CPR/ first aid (only), on all Tours.

A supervisor, or another employee, should accompany an injured employee to an outside medical facility ONLY when the injured employee requires additional assistance.

All supervisors should thoroughly review these procedures and post a copy in their respective work areas.

Balwant Grewal
Senior Plant Manager

cc: APWU/MHU
MLR
MHR
MSHS

"SAFETY DEPENDS ON ME"