**COMPANY NAME** will provide transportation to the hospital or doctor’s office when necessary, following an injury or illness. Depending upon the severity of the injury or illness, the mode of transportation will be either:

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* an ambulance,
* taxi, or
* company vehicle.

The First Aid Attendant will decide if an ambulance is required and will appoint someone at the scene to call 911 and report back to them.

If the injury is not life threatening and an ambulance is not required, the Supervisor will appoint an appropriate vehicle or will call for a taxi.

When taking a taxi or company vehicle, the injured worker will be accompanied by the first aid attendant or designate, along with appropriate first aid supplies.

**COMPANY NAME** will provide taxi slips for rides to and from the hospital for the injured employee and the attending first aider or designate.

Responsibilities of the individual travelling with the injured worker:

* Continue to administer first aid, if required.
* Ensure a Return-to-Work package is taken, (containing the Functional Abilities Form, Safety Data Sheets (if necessary) to the medical facility.
* Maintain contact with the company providing updates when the worker has reached their destination (hospital, doctor’s office).
* Return to the company to provide additional follow-up and assist in the completion of the injury / incident documentation.

Should the employee refuse the transportation, the company will attempt to:

* Identify any other transportation methods that the worker would prefer.
* Reiterate the importance of accepting the transportation to the hospital or doctor’s office.
* Call 911 and get the ambulance attendant to administer medical attention on site.
* Employee’s will not be allowed to continue work until medical clearance is provided.

**Emergency Transport of Injured or Ill Worker**

Should the ambulance be unavailable or unable to reach the accident site and self-transport of the injured person is required the following procedure shall be followed:

* The supervisor or shift foreman/charge hand will obtain the most suitable transport vehicle and will be the designated driver.
* In the event the supervisor foreman/charge hand is also the first aid attendant then a driver shall be designated by the supervisor foreman/charge hand.
* The driver shall proceed with all due prudence to the nearest medical aid facility or arranged location to meet the ambulance.
* The first aid attendant and any requested additional travel aid personnel shall concentrate upon the patient.
* A member of the transport team should attempt to contact the ambulance or destination medical facility by phone to advise of the incoming patient and the situation.