

GUIDELINES FOR TRANSPORTING INJURED OR ILL EMPLOYEES: WHAT TO DO

(Effective November 2017)

These guidelines outline what to do if a University employee becomes injured or ill at work. Each employee's circumstance might differ and each circumstance should be handled independent of another, as the employee's well-being and the safe transport of the injured or ill employee is primary.

WHEN TO CALL 911:

When you think someone's life is threatened.

When someone faints or collapses.

When someone has persistent chest pains or difficulty breathing.

When someone is badly injured.

When in doubt.

CONSIDERATIONS FOR SECURING MEDICAL CARE

1. ***If the injury or illness appears to be life threatening or requires immediate medical attention, or if there is any question about the severity of the illness or injury, DIAL 911.***
 - a. Examples of an injury or illness that might require immediate medical attention include, *but are not limited to*, loss of consciousness; head, neck or spinal cord injury; seizure; chest pain; amputation; breathing difficulty; severe or persistent vomiting; severe burns; or uncontrollable bleeding.
 - b. Follow the instructions provided by the 911 operator.**
 - c. Do not move an injured employee until EMS has given approval to do so, unless the person is in danger at his current location.
 - d. Emergency medical services (EMS) will transport the employee to a health care facility.
 - e. If someone else is with you, send that person to meet the ambulance.
 - f. The employee's supervisor should contact the employee's emergency contact identified by the employee in personnel records. This may be through the employee's records maintained in the Division of Human Resources, located on GEMS, if provided, or by records the employee's supervisor may have requested of the employee upon the employee's arrival to the team.

2. ***If the injury or illness requires immediate medical attention, but the injury or illness does not appear to be life threatening*** (e.g., broken bone, sprain, high fever, cut that may require stitches), there are several options for transport:
- a. ***If the ill or injured employee is able to safely transport him or herself to a medical facility***, the employee may transport him or herself to obtain medical attention.
 - b. ***If the employee is unable to transport him or herself, he/she may elect to arrange his/her own transport***, provided he/she is reasonably capable of making such arrangements.
 - c. ***If the employee is unable to transport him or herself or arrange for his/her own transport, or if the employee expresses concerns about driving***, the supervisor should call a taxi service to transport the employee to obtain immediate medical care at the nearest medical facility. The University will pay the taxi fare for the initial transport to obtain care for injuries or illness that occur at work.

The University has entered into a services agreement with a taxi company to provide these transportation services (***Please note: This services agreement is currently only applicable to the USF Tampa campus and may be extended to the regional campuses at a later date***). Transportation is available 24 hours per day, seven days a week. To access the taxi service:

1. Call 813-288-8888 (Tampa Town Car) and advise that you are from USF calling for transport of an injured employee.
2. Be prepared to provide the dispatcher the following information:
 - Your name and the name of the injured employee.
 - The exact location where the injured employee is to be picked up and where the injured employee will be transported.
 - The injured employee's supervisor's name, the department name, email address for invoicing purposes.

Accessing this service via the number above is strictly for the transport of injured employees and is not a substitute for any other business travel.

- d. A University vehicle may be considered for transporting an employee to obtain immediate medical attention, but approval to use the vehicle must be obtained from the appropriate supervisor prior to using the vehicle. The vehicle may only be driven by an authorized University supervisor. Note that

golf carts may not be used for transport, as they are intended for campus driving only. Additionally, the driver of the University vehicle must have a clear license without any restrictions (such as restrictions to drive to and from work). *Note that not all departments have University vehicles. Therefore, transport in a University vehicle may not be an option for some departments.*

- e. When an employee is transported to obtain immediate medical attention that does not appear to be life threatening, the supervisor shall ask the employee if the employee wants the supervisor to contact the employee's emergency contact identified by the employee in personnel records. This may be through the employee's records maintained in the Division of Human Resources, located on GEMS, if provided, or by records the employee's supervisor may have requested of the employee upon the employee's arrival to the team.

Employees and supervisors are ***strongly discouraged*** from transporting an ill or injured employee in their personal vehicles. There may be circumstances when an illness or injury presents risks that are not immediately apparent, or risks may manifest or worsen during transport. There could be personal liability if there is a vehicular accident while transporting the injured or ill employee. There could be costs associated with transporting someone who is bleeding or nauseous, and the University will not assume liability for those.

The guidelines regarding transport should not be inflexible and a certain level of discretion should be given to the injured employee and responsible supervisor when arranging medical transportation. Common sense should be used to ensure employees receive appropriate medical attention as quickly as needed.