TRANSPORTATION OF INJURED/ILL PERSONS PROCEDURES

This document outlines what procedures to follow to ensure that any injured/ill individuals on campus are taken care of as effectively and efficiently as possible.

1. **PREAMBLE**

1.1 The University of Lethbridge is concerned for the safety of its faculty, staff and community users. For this reason, any individual that transports an injured/ill person must be aware that they attract personal liability to themselves and are not acting on behalf of the University. The University ensures compliance with the Occupational Health and Safety Code, this and all other University policies.

2. **DEFINITIONS**

   **Injury** – An act that damages or hurts one’s body.

   **Illness** – A disease, period of sickness or unhealthy condition affecting the body or mind.

3. **WHAT TO DO IN ALL INJURY/ILLNESS SITUATIONS**

   If an injury or illness is discovered, the first individual on the scene is to contact Campus Security (329-2345) immediately. If the individual determines the situation to be an emergency, he/she is to call 911 FIRST, then Campus Security.

   **IN ALL EMERGENCY CIRCUMSTANCES**, campus security is the University’s first responder and 2345 should be called. With the exception of the 1st Choice Savings Centre for Sport and Wellness where operations staff are First-aid trained and qualified to render emergency medical assistance, and will act as the first responders. The first responder will assess the need for emergency medical intervention and transportation to hospital by ambulance.

   In all reported cases of injuries/illnesses on campus, Campus Security will complete a written Incident/Accident Report and disseminated it to the appropriate individuals.

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**AUTHORITY:**

Prior Approvals
Executive Directors
Council October 17, 2007

Deans Council
November 21, 2007

**RESPONSIBILITY:**

Campus Security
and Coordinator of Employee Health & Wellness

**EFFECTIVE DATE:**

November 21st, 2007

Replaces Transportation of Injured/Ill Persons policy, dated Dec 19, 2001

**RELATED POLICIES:**

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4. TRANSPORTING INJURED/ILL PERSONS

Campus Security or trained staff in the Centre for Sport and Wellness will be responsible in all situations for making the call as to what type of transportation is needed.

Under no circumstances shall employees or individuals acting on behalf of the University transport an injured/ill person to any destination.

In the event of a crisis the University of Lethbridge Emergency Response Plan takes precedence over this procedure.

If the injured/ill person appears to need medical treatment but refuses to be transported to a hospital or medical clinic, the individual will be encouraged to seek medical attention. This advice will be documented on the Campus Security’s Occurrence Report.

If in the opinion of Campus Security the injury is such that an ambulance is not required, but is such that the person needs to be transported to a medical facility, the decision as to the method of transportation will rest with Campus Security (e.g. a taxi or transportation by a family member).

An injured/ill person whose ability to drive safely is in doubt will not be permitted to drive themselves.

5. OFF CAMPUS ACTIVITIES

The Office of Risk and Safety Services must be consulted for the completion of a hazard assessment, which will include an emergency response protocol for all emergency situations. Those responsible for organizing the activity, which includes but is not limited to any course related activity, must ensure compliance with the Occupational Health and Safety Code as well as all University policies.

6. COSTS OF TRANSPORTATION

Employee work related injuries/illnesses

Article 87(1) of the Workers Compensation Act states:

Where a worker suffers an accident and is in need of medical aid, his employer shall, if the worker is in need of transportation, furnish at the employer’s expense immediate transportation for the worker to a hospital or other treatment agency, to a physician or to any other place that is appropriate for the treatment of the worker’s condition.

The cost of transporting a University of Lethbridge employee for a work related injury/illness will be borne 100% by the University.

Employees may submit transportation invoices to the University’s Human Resource Department for reimbursement.
Student class related injuries/illnesses

Section 7(1) (c) of the Workers Compensation General Regulations states: The Board (WCB) may make orders declaring that the Act (WCB) applies to the following class of persons:

(c) students registered in and attending a university as defined in the Post Secondary Learning Act, where the students do not have sponsoring employers, while they are in attendance, except those students who suffer accidents while engaging or participating in extra-curricular sporting, recreational, social or personal fulfillment activities which are not a current academic requisite or required as part of the course of study in which the student is registered.

When transportation costs are incurred as a result of a student injured/ill in a class or class related activity, the student may submit transportation invoices to Alberta Advanced Education for reimbursement.

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Alberta Advanced Education
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10155 – 102nd Street
Edmonton, Alberta
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University non related injuries/illnesses

Where an employee/student requires transportation for an injury/illness that is not work or class related, the transportation cost will be borne by the employee/student. The employee/student may submit a claim through their applicable benefit plan for reimbursement.

Where the injured/ill person is not an employee/student and is in need of medical aid, the cost of transportation is to be borne by the injured/ill person.