



December, 2014

RE-ISSUE

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

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:

1. In an emergency, anyone should immediately call 911.
2. The **Postal Police should be immediately notified at ext. 8513**. If 911 has not already been contacted, the Postal Police will initiate that call. The Postal Police must be provided with specific information as to where the ill/injured employee is located (floor, unit, column or room number, etc.) and type of injury if possible.
3. Notify a supervisor.
4. First-Aid Assessment can be conducted by Postal Police who are qualified on First-Aid, CPR and Automated External Defibrillator (AED).
5. Upon arrival of medical service, Postal Police will escort the Paramedics and/or Fire Department to the exact location.
6. If appropriate, a supervisor should accompany an injured employee to the outside medical facility or if the injured employee requires additional assistance.

All supervisors must thoroughly review these procedures and post a copy in all work areas.


Balwant Grewal
Senior Plant Manager

cc: APWU/MHU
MLR
MHR
MS

"SAFETY DEPENDS ON ME"