TRANSPORTATION OF ILL OR INJURED WORKERS

PREAMBLE:

Some time ago, a need was identified for a mechanism for dealing with workers who became too ill or injured to get home or to a doctor by their normal means of transportation but didn’t require the services of an ambulance. Supervisors themselves left work to drive the individual home in their private vehicles, or asked other staff to do so.

Two issues of concern relate to this practice. The first involves an additional person being absent from work in order to get the incapacitated individual home, reducing, even further, staffing for the functions of the work department. The second relates to liability. In the case of an accident, unless specifically requested as additional coverage, the automobile owner is not covered for accidents arising out “of work”, especially when the work being done is not part of the employee’s job (transporting ill or injured people) with the University.

The Workplace Safety and Insurance Act requires that the employer provide transportation for workers injured on the job to their homes or to medical care. It is only reasonable to extend this as a courtesy to employees who suddenly become ill and are unable to get home by their normal means of transportation.

Attached is a procedure, which has been developed with the preceding in mind and reviewed with the Joint Health and Safety Committees.

An account has been set up for this purpose with the Metro Cab group, which includes Metro Cab and Yellow Cab. Either of the 2 (two) taxi companies indicated will accept the payment chit for transporting an employee to their home or doctor.

Taxi chits are available from the Employee Well-Being Office on request, or through the Security Control Centre. If your department wishes to have chits on hand please call the Employee Well Being Office at extension 44743.

If you have any further questions or concerns, please call the Employee Well-Being Office at extension 44743.
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POLICY

If an employee is physically incapable of using their normal form of transportation because of sudden illness or injury, the employer will provide transportation to a hospital, physician or the worker’s home. Unless it is a bona fide occupational requirement, no other employee shall be assigned to transport the ill or injured worker.

PROCEDURE

1. Upon becoming aware of a worker’s illness, injury, or other impairment, the supervisor shall investigate the matter as promptly as possible.

2. Where it is determined that the worker cannot continue to work and needs immediate medical attention, the worker will be provided with the appropriate transportation to a hospital, medical clinic or physician’s office.

3. Where it is determined that no immediate medical attention is necessary, but the worker cannot continue to perform his or her normal functions, he or she shall be provided with appropriate transportation home if unable to use his or her normal means of transportation.

4. Where the worker disagrees with the assessment of the supervisor that he or she is unable to continue working, either a union steward, a health and safety representative or another supervisor will be called upon to review the matter and to make an assessment of fitness to resume work. Where the worker involved is a YUFA bargaining unit member if there is a disagreement concerning whether or not the faculty member is unable to continue working the Dean/Principal/Director of Libraries or their representative will provide a second opinion.

5. Where medical care is not immediately required but is either requested or desirable for workers’ compensation-related reasons, appropriate transportation to a doctor of the worker’s choice will be arranged.

6. Where it is determined that medical care is not immediately required, but that the worker is unable to continue working, and the worker requests use of his or her own vehicle to return home, or intends to use public transportation, the supervisor shall permit the worker to leave, after a release is signed by the worker which acknowledges his or her fitness to leave without assistance.
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7. The supervisor of the injured employee or Security Services, is responsible for preparing a taxi chit, if a taxi is used, and a report of the incident. A form noting the cost of the transportation should be attached to the report and forwarded to the Employee Well-Being Office for reimbursement.

8. A taxi service account has been set up with the Metro Cab Group of Companies. Taxi chits are available through the Employee Well-Being Office or Security Control Centre. The telephone number for the taxi is noted on the taxi chit.

9. Ensure employee gets to the taxi. Give completed chit to taxi driver.

10. The employee’s supervisor must complete and forward the Supervisor’s Accident Investigation Report to the attention of the: Employee Well-Being Office, East Office Building, Suite A.
ILL / INJURED EMPLOYEE
RELEASE FORM

I have been advised to leave work because my supervisor feels I am unable to remain and perform the essential duties of my job without compromising my own health and safety or the health and safety of others.

(S)he also feels that I am not able to get home/to my doctor’s office using my normal means of transportation, and has offered to arrange for transportation by taxi, one way, at the expense of the University.

I do not wish to avail myself of this service, but choose to go by my normal means of transportation, even though to do so may place me at further risk.

I accept full responsibility for this choice and release my supervisor and York University from any liability that may arise as a result of this decision.

Date: ________________________________

Supervisor/Witness: ________________________________

Signature of Employee: ________________________________