



State of Oklahoma
Employees Group Insurance Division (EGID)
A Division of the Office of Management and Enterprise Services
Policies and Procedures

Responding to Medical Situations in the Workplace:
Emergent and Routine Care

Effective Date of Policy: 10-29-13	Next Scheduled Review: 7-1-14
Prior Policy: 9-18-13	Policy Number: EGID-010
Last Reviewed: 10-29-13	Replaces Policy Number: OSEEGIB 910
Date Policy Last Revised: 10-29-13	
Approved: Frank Wilson	Approval Date: 10-29-13

POLICY

EGID is committed to the health and well-being of all EGID employees and recognizes the need to comply with certain Rules and Regulations governing injury prevention and employee safety.

PURPOSE

The purpose of this policy is to establish how EGID employees will receive the most appropriate medical care and/or treatment they need as dictated by an individual situation in the event of an emergent medical episode involving an EGID employee or EGID visitor during regular business hours.

IMPLEMENTATION

Responding to medical situations in the workplace requires the cooperation of all EGID employees. The following procedures shall be requisite in the event of an injury, illness, or emergency:

1. The EGID Human Resources representative shall have an emergency telephone number on file for each EGID employee to be contacted in the event they become ill while on duty. This information shall be available to each supervisor in each department.
2. If the employee appears to be ill and in an immediate emergency situation, the first response is to call 911. After 911 is notified, the next step is calling the EGID Operator, who will notify Building Management to report your location and the elevators will be secured for Emergency Medical Services (EMS) personnel.

3. A First Aid Kit is available in the supply room for employees who suffer minor injuries while on duty. An employee who receives a minor injury while on duty should report the injury to Human Capital Management (HCM) at 405-717-8792 or 405-521-2177. Human Capital Management (HCM) will contact a member of the employee's family or a friend (as designated by the employee) if an employee becomes ill while on duty.
4. Legal implications relating to professional licensure and liability dictate that the medical staff in the Health Care Management Department is strictly prohibited from providing routine care or clinical services to employees or their family members.