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Revision Date: 02-01-2003

Policy Number 411

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date: 02-01-2003 Supersedes Policy No. _____ Date: _____

SUBJECT: INJURY PROCEDURE FOR (2) TWO EMPLOYEES IN BUILDING

Objective: The objective of this policy is to provide a consistent guide for both the employee and company and to establish a reasonable plan whereby an employee suffers a treatable injury when there are only two (2) employees in the building.

General Guidelines: If a situation occurs where there are only two employees in the building, the following guidelines should be followed:

- The injured employee should contact the other employee working in the building.
- The non-injured employee should contact the Supervisor of the department that the injured employee is working in. Unless the injury is life threatening, then call 911 first. (a list of numbers follows):
- If 911 responds and transports the injured employee for treatment, the non-injured employee should stop working and wait for the Supervisor to arrive and make a determination as to what is to happen next.
- If the non-injured employee is unable to contact the Supervisor of the injured employee's department, they should attempt to contact other Supervisor's or Managers on the list.
- If the injured employee is unable to drive himself/herself to the emergency room, a cab should be called transport the employee. (# listed below).
- The non-injured employee should stop working and wait for direction from the Supervisor or Manager.
- At no time should both employees leave the building unattended, or at no time should only one employee continue to work in the building alone.

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