

**Notice to All Employees**  
**14 August 2008**

**First Aid/Accident/Illness Reporting & Contacting Emergency Services**

In accordance with Part II of the Canada labour Code, the employer members of the Halifax Employers Association (H.E.A) are committed to providing employees with a healthy and safe work environment. The employers will provide prompt emergency services (i.e. 911) when it is appropriate to do so, especially when there may be some doubt as to an employee's medical and/or mental state.

Of primary importance, will be the speedy assessment of an employee's injury or illness in order to provide the fastest and most appropriate response. In some cases Management may determine the best response is to take the injured person to the hospital rather than calling emergency services and waiting for an ambulance. Accordingly, the "injured and/or ill" employee(s) are not to leave the premises on their own without first notifying their supervisor and receiving prior approval.

**Therefore please be advised that:**

- Employees have a duty to immediately report every accident or illness/injury that occurs at work to their appropriate supervisor, that is a Foreman, Walking Boss, Head Checker, Terminal Planner, Shop Supervisor and to the Marine Superintendent.
- If the report is first made to a Foremen, Walking Bosses, Head Checker, Terminal Planners or Shop Supervisors, then that supervisor is then obligated to report that information to the Marine Superintendent immediately.

Employees who observe another employee who is injured or displaying signs of serious illness or involved in an accident must report it to their supervisor and the Marine Superintendent immediately.

Based on the observation and questioning of the injured or ill employee by their supervisor and/or the Marine Superintendent, he/she will determine, to the best of his/her ability, whether or not emergency services should be called.

- Notwithstanding the foregoing, should it be clear that emergency services are required urgently, then the first person on scene should make that call and then follow the above notification process

If an incident/illness occurs and the employee does not feel he/she is getting the assistance required please be advised that there is nothing in this policy that prevents an employee from calling emergency services directly if he/she feels it is warranted. However, the "injured and/or ill" employee(s) are not to leave the premises on their own without first notifying their supervisor and receiving prior approval.

- Remember common sense should prevail. For example, if someone is having difficulty breathing or loses consciousness then emergency services should be called immediately even if the person is refusing it.

First aid kits are located in the hotrooms, offices and pick-up trucks across the Waterfront.

***THIS POLICY IS EFFECTIVE IMMEDIATELY***

**The Halifax Employers Association for and on behalf of:**

**Ceres Halifax Inc.,  
Furncan Marine Ltd – Empire Stevedoring (Maritimes) Co.  
Halifax Offshore Terminal Services Limited,  
Halterm Container Terminal Limited,  
Logistec Stevedoring (Nova Scotia) Inc.,  
Mathers Terminals Ltd**

**RE-ISSUED: February 8, 2018**