

Revision 00 <hr/> Revision Date 04/01/09	HSE STANDARDS: MEDICAL TREATMENT/TRANSPORTATION OF EMPLOYEES	Certification Date 00/00/00
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PURPOSE AND APPLICABILITY

This Standard establishes procedures for medical treatment/transportation of sick/injured employees.

This Standard applies to occupational injuries/illnesses to Pasadena Refining System, Inc. employees and PRSI controlled Contractor employees, unless otherwise noted.

In accordance with Texas Workers’ Compensation (TWCC) guidelines, PRSI employees may choose the doctor of their choice for evaluation and treatment. However, the doctor must be on the TWCC approved doctor list. PRSI may require the employee to also be evaluated by a PRSI approved doctor.

REQUIREMENTS

1. POLICY/PROCEDURES

1.1 Emergency First Aid

To obtain prompt first aid or medical treatment in an emergency situation, call at Ext. 1399 or use the Safety Radio frequency.

1.1.1 EMERGENCY MEDICAL SERVICES (EMS) TEAM RESPONSE TO A MEDICAL EMERGENCY - During Normal Business Hours

- When present, the Safety Manager, Safety Superintendent or Shift Safety Specialist will be the EMS person in charge of the scene.
- The EMS Team will be paged by Security Control and will respond when an employee is sick or injured and cannot be transported to Health Services.

When movement of a sick or injured employee may not be advisable, the EMS Team will provide “on scene” emergency medical care and will determine whether to transport the employee to Health Services for further treatment or to stabilize the injured employee on the scene and then transfer the injured employee to an outside ambulance for out-of-refinery medical treatment.

- The EMS person in charge of the scene will determine whether to call for a private ambulance or transport in PRSI’s Emergency Medical/Rescue Unit.

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1.1.2 EMERGENCY MEDICAL SERVICES (EMS) PROCEDURES - After Normal Business Hours

- The Shift Safety Specialist will provide, or cause provision for, Emergency First Aid and immediately request an outside ambulance response, if required.

1.2 Treatment and Notification

1.2.1 ON-THE-JOB-INJURY AND NON-EMERGENCY FIRST AID

- When an employee is injured on the job and is physically able, the employee is responsible for notifying his Supervisor immediately and reporting to Health Services for first aid and medical treatment. Failure to report injuries may result in disciplinary action. All injuries occurring during hours that Health Services is not open should be reported immediately to the employee’s immediate Supervisor and the Shift Safety Specialist.

1.2.2 NOTIFICATION

- For non-emergency first aid, the employee will notify their immediate supervisor prior to going to Health Services.
- During normal business hours, the Health Services Department will immediately notify the injured employee’s supervisor (if the employee has not done so) and the Safety Superintendent.
- When the Health Services Department is closed, the Shift Safety Specialist will have the Security Group notify the on-call Health Services person.

1.2.3 PASADENA REFINING SYSTEM, INC. EMPLOYEE TRANSPORTATION POLICY

- On **initial** off-site medical treatment or evaluation for job related injury or illness, PRSI will provide transportation. The mode of transportation will be determined by Health Services.

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- On all follow-up treatments or evaluations the employee will provide their own transportation, unless Health Services or the employee’s doctor of choice determines that the employee should not drive a vehicle.
- In the event of non-occupational injury or illness, PRSI will provide Emergency Medical treatment. Any expense associated with the treatment or transportation, such as emergency room, medication, ambulance, taxi, etc., will be the responsibility of the employee and should be processed through the employee’s benefit plan.

2. GENERAL RESPONSIBILITIES

This section is not meant to be all inclusive.

2.1 Injured Employee

- Report all injuries to his immediate supervisor.
- When an employee receives off-site medical treatment or evaluation, the employee will report to Health Services upon returning to the Refinery. After hours reporting will be to the Shift Safety Specialist.
- There may be circumstances in which the employee may be directed, by the off-site medical treatment person to not return to work for the rest of the shift:
 - 1) During normal business hours the employee will contact Health Services.
 - 2) During after hours, the employee will contact the Shift Safety Specialist. The Shift Safety Specialist will contact the on-call Health Services person and the employee’s on-shift Supervisor and advise them of the employee’s instructions.

2.2 Health Services

Health Services will provide the following medical related services:

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- Administer primary clinic medical treatment and evaluation within the confines of company policy.
- Maintain medical documentation on occupationally ill or injured Pasadena Refining System, Inc. and PRSI controlled employees.
- Determine what mode of transportation will be used for sick or injured employees.
- Provide after hours on-call consultation to the Shift Safety Specialist.
- Contact the Safety Superintendent or his designee and inform this person of occupationally ill or injured employees.
- Contact the employee’s immediate supervisor during normal business hours.
- Will provide the employee with all applicable forms and will instruct the employee as to who completes these forms and what forms will be returned to Health Services when the employee is referred to an off-site medical facility.

2.3 Shift Safety Specialist

When Health Services is closed for the day, the Shift Safety Specialist will:

- Make contact with the PRSI controlled employee’s after-hours contact person.
- Be the primary contact person for an employee who has been injured or who has returned from off-site medical treatment or evaluation.
- After treatment, direct the employee to his on-shift Supervisor and review any directions issued by an off-site medical provider.
- Arrange for transportation to the employee’s home when a physician has instructed the employee not to finish the shift and the employee is unable to drive or does not have transportation.
- Notify the after hours on-call Health Services person and advise them of any pertinent information.

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- Fill out Occupational Injury/Illness Report Form as per form instructions.

2.3.1 Other Safety Department Functions

- Assist the employee’s supervisor in the injury investigation.
- Assist the Health Department in determining OSHA recordable injuries.
- Review the OSHA 300 Log.
- Review documentation associated with employee injury, investigation and follow-up, then forward to Health Services for file retention.
- When an employee refuses appropriate medical treatment or evaluation, and this refusal could affect the employee’s job capability from an occupational safety or health standpoint, the Manager of Safety, Health and Security will consult with Health Services, Human Resources, and the employee’s supervisory representative on the employee’s case.
- When present, in charge of field emergency medical response.

2.4 Employee Immediate Supervisor

Investigate all injuries, pursue investigation recommendations (if applicable), fill out the appropriate sections of the Occupational Injury/Illness Form and forward the form to their immediate supervisor.

2.5 Human Resources

- When an employee refuses any medical treatment or evaluation, the Medical Director (or his designee), a Human Resources Representative, and the employee’s supervisory representative will determine what actions will be taken. The Manager of Safety, Health and Security will be consulted if this refusal could affect the employee’s job capability from an occupational safety or health standpoint.
- When a sick or injured employee requires hospitalization, a Human Resources Representative will make contact with the employee at the hospital and will

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also notify the employee’s supervisor that the employee has been hospitalized. The Human Resources Representative will also notify the employee’s family that the employee has been hospitalized.

3. CONTRACTOR EMPLOYEES (other than PRSI controlled)

PRSI will provide on-site Emergency Medical treatment on Contractor Employees when life saving circumstances dictate. PRSI will, when feasible, notify the injured employee’s company. PRSI will not provide transportation; an ambulance will be dispatched, if required.

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