

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\LS\30\v02	Page 1 of 3
Section: Laboratory Safety Manual	Subject Title: Medical Emergency	
Issued by: LABORATORY MANAGER	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

Policy:

All injuries/incidents/accidents however slight, must be reported immediately to your Supervisor and to Occupational Health and Safety using the Hospital's '**Employee Incident Report**' form.

An incident or accident is any personal injury, illness or condition sustained by an employee as a result of work-related trauma, inhalation or contamination.

Purpose:

Timely reporting of a work-related injury/incident/accident is necessary to comply with the provincial Workplace Safety & Insurance Act, which requires employers' to submit a written signed report within three work days of learning of a work-related injury/incident/accident.

Responsibility:

Employer and employee

Key Elements:

- Medical Emergency Requiring Immediate Assistance
- Where to Report Monday to Friday, 0730-1530 hours
- Where to Report After Hours
- Quick Guide to MSH Emergency Codes

Related Documents:

Emergency Procedure Manuals Home	Code Blue
REPORTING WORK RELATED INCIDENTS	MI\LS\31\v01
WORKPLACE ACCIDENT INVESTIGATION	MI\LS\32\v01

Procedure:

Medical Emergency Requiring Immediate Assistance

MSH

Go to Emergency or call [Code Blue](#), ext. **5555**, depending on circumstances.

Call [Code Blue](#) for a person who is having a cardiac arrest, seizure, or who has fainted.

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ST PATRICK SITE

St. Patrick site must have additional procedures in place to address a medical emergency.

- **Dial 9 - 911** for an ambulance
- **Dial 9 - 596-3101 x 3333 to inform Michener Security of location**

NOTE: Michener Security must be informed about the requested external response in order to direct emergency personnel to the required location in the Institute.

WHERE TO REPORT MONDAY TO FRIDAY AT MSH,

0730-1530 hours: Report to: **MSH Occupational Health and Safety**

Hours: Monday to Friday, 0730-1530 hours, **Closed** 1200-1300
 Location: 60 Murray St, South Side Entrance
 Telephone: 416-586-1572

Occupational Health and Safety provides assessment(s), treatment(s) and referral(s), as is/are necessary, for employees who have sustained an injury/incident/accident.

WHERE TO REPORT AFTER HOURS AT MSH

Report to the **MSH Emergency Department** at ext. #5054, who will follow-up and notify Occupational Health and Safety.

The Emergency Department responds only when the incident is obviously serious or Occupational Health and Safety is closed.

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QUICK GUIDE TO MSH EMERGENCY CODES

TO INITIATE, DIAL 5555

BLUE	CARDIAC ARREST
PINK	INFANT EMERGENCY
RED	FIRE
GREEN	HORIZONTAL EVACUATION
GREEN STAT	VERTICAL EVACUATION
WHITE	VIOLENT PERSON
BLACK	BOMB THREAT
YELLOW	MISSING PATIENT
ORANGE	EXTERNAL DISASTER
BROWN	HAZARDOUS SPILL

THE PERSON INITIATING AN EMERGENCY CODE IS INSTRUCTED TO STATE:

TYPE OF EMERGENCY AND

LOCATION OF EMERGENCY, IF KNOWN

MICROBIOLOGY IS ON THE 14TH FLOOR, **ROOM 1470**