



ROWAN COUNTY EMS

Written : 1 Jan 1999
Updated : 1 Jan 1999

STANDARD PROCEDURE

SAFETY RULES – Driving County Vehicles

- Seat belts and shoulder harnesses must be properly fastened when employees are in the standard passenger seats of moving vehicles.
- Attendants in the back of ambulances are encouraged to wear available lap belts when they do not interfere with patient care.
- New EMS employees must successfully complete a National Association of Professional Drivers (NAPD) program at the first opportunity. All employees will review the NAPD curriculum every three years after the initial class.
- Once employees have completed the NAPD course they will have annual practice classes to review the driving skills.
- Safe operation of the ambulance is the responsibility of the driver. Drive safely and defensively at all times. Under normal circumstances ambulances will be driven following all NC motor vehicle laws.
- When using audible and visual warning devices on an emergency run, drivers must keep the vehicle under control. Speed should be used carefully. Do not exceed posted speed limits by more than 15 mph.
- When practical during emergency response the attending EMT will handle all the radio traffic and assist the driver in securing directions.
- All EMS units traveling emergency traffic will come to a complete stop at all intersections with a stop sign or stop light in their direction of travel. Proceed when safe.
- EMS units approaching railroad crossings should turn off the siren, come to a complete stop and check the railroad tracks for oncoming trains. Cross when clear.
- When parking the ambulance in a roadway flashing warning lights should be used to alert other drivers.
- Wheel chocks are provided for each ambulance. These should be used whenever parking on a grade. Wheel chocks are the driver's responsibility. Use the chocks and be safe.

SAFETY RULES – Driving

- When a patient is not onboard the ambulance, the second employee will direct the driver on all backing maneuvers.
- At emergency scenes when the patient is on the unit, the driver should get backing assistance, if at all possible, from medical responders or law enforcement.
- No one riding in an ambulance will sit on any equipment or structure which was not designed for seating.

SAFETY RULES – Personal Protective Gear

- The use of personal protective gear supplied to employees is not elective.
- Employees are to wear helmets at the scene of any traffic accident where the patient is pinned or entrapped in the vehicle and the EMS worker is providing care to the patient.
- EMS employees are not to enter the “hot zone” at an extrication scene without appropriate safety gear. Other agencies such as Rowan Rescue, have the necessary equipment and medical training to aide patients until they are freed.
- Helmets must be worn within 25 feet of working extrication equipment.
- Helmets must be worn in designated “Hard Hat” areas and on rescue assignments with the potential for injury from overhead objects or projectiles.
- Lifting belts must be properly worn while lifting or moving any patient over the age of three.
- Employees responding while off duty or representing another agency will not normally be expected to have a lifting belt with them. During these times the employee is not subject to the lifting belt requirement.
- Steel-toed safety shoes are provided for all EMS employees. They are to be worn on duty. Only employees exempted for medical reasons are excused from wearing steel-toed safety shoes.
- Employees are fitted with HEPA masks on employment. The mask is to be with the employee on duty. HEPA masks should be used with patients known or suspected of having TB. A standard surgical mask may be worn around patients coughing and sneezing.

SAFETY RULES – Accidents in County Vehicles

- Ambulances involved in automobile accidents must immediately notify ROWAN Communications, and the supervisor. If en route to a call, another ambulance must be dispatched. Injured on the scene may also need an ambulance.
- If able, EMS employees should check on other possible injured individuals. Request appropriate resources.
- A police report is required on any accident, no matter how minor. The employee driving must have a drug screen. Rare exceptions may be made by the supervisor, EMS Manager or Emergency Services Director with consultation of the Risk Manager.
- Employees should limit detailed discussion of the accident to EMS officers and the investigating officer.
- Crew members should complete a typed incident report and if injured, Form 19s within 24 hours of the event.

SAFETY RULES – Alcohol, Medications, Controlled Substances and Tobacco

- No employee will be on duty, nor participate in any duty related activity within eight hours of consuming any alcoholic beverage, while under the influence of any alcoholic beverage, or with any odor of alcohol on his/her breath.
- The consumption of alcoholic beverages while on duty is prohibited. Possession of any alcoholic beverage with the seal broken while on county premises' could result in dismissal.
- Employees taking alcohol-based medications need to notify their supervisor. This applies to both over the counter and prescription medications. Approval may be needed to work while taking these medications.
- The use or possession of any drug, medication, or controlled substance not specifically prescribed for the employee by a physician can also be cause for dismissal. This applies both on and off duty. The presence of any EMS employee at a place where such drugs, medications, or controlled substances are consumed is strongly discouraged.
- Smoking, by anyone, on an ambulance is prohibited.
- Smoking and the use of smokeless tobacco products is prohibited on county property and in county buildings with the exception of designated smoking areas.
- Designated smoking areas are set aside at county buildings. Employees are required to use these areas. Litter from cigarettes must be placed in sand containers or other proper disposal areas

SAFETY RULES – On Duty Accident Or Illness

- Employees need to notify their supervisor (870) as soon as possible.
- The supervisor will send the employee to the appropriate facility for treatment of on the job injuries.
- The supervisor will assist the employee with filling out a Worker's Compensation Form 19.
- The Form 19 must be submitted to the Risk Manager in the Administration Department within 24 hours of the injury. A copy will be provided to the employee.