



MEDICAL EMERGENCY PROCEDURE

CONTRACTORS

WELLWISE GROUP MEDICAL EMERGENCY PROCEDURE

CONTRACTORS

Policy

To ensure that in the event of a medical emergency whilst working or travelling overseas, Contractors are fully conversant with the Medical Emergency and Insurance Procedure.

Procedure

A Purpose and Scope

Emergency Procedure applies to all Wellwise Group Contractors "On Ticket"

B Responsibility

- The Operation's Manager managing the job/taking the call will assume full responsibility
- The QHSE Advisor assists at all levels
- The CEO has overall responsibility for this procedure.

C Definitions

CEGA	Insurance Company responsible for medical insurance and repatriation procedures for the Wellwise Group.
Incident Team	Operations Manager, CEO and QHSE Advisor
NOK	Next Of Kin (contact details in an emergency situation)
Incident Log	Used to track and record all occurrences relating to an incident (F170)
On ticket	Employed by Wellwise client (not recreational time)

D Related Documents

F001	WWG Risk Identification Report
F002	Accident Analysis
F207	Contractor Next Of Kin Form
F170	Incident Accident Log
P021	Medical emergency flowchart

E Procedure Overview

1. When joining the Wellwise Group all contractors will be requested to inform us of their next of kin information which will be uploaded to our operations database. Contractors should always ensure this information is kept up to date.
2. On arrival at Wellsite, Contractor should advise the Client/End User Representative that their emergency contact is the Wellwise Group Duty Manager (24 hour cover) in the event of a medical emergency.

In the event of a medical emergency of a Wellwise Group Contractor, they should be ready with the following information:

Please be ready with the following information:-	
a)	Telephone number you are calling from
b)	Hospital Names/Doctors Name/Contact Number/Country

For Reference only:	
c)	Wellwise Group CEGA Insurance Policy No. GABT 1226
d)	Name/telephone number of Insurance Agents (Issuing Agents): Waveney Insurance Brokers (01603-728603) Kelly Beaumont
e)	Name of Employer: ie Wellwise Oilfield Services Limited

3. On receiving a call from the Client or End User Representative to the Wellwise Group Duty Manager regarding a medical emergency to a Wellwise Group Contractor, CEGA will be notified for assistance and insurance cover.
4. CEGA will take over the liaison of the incident with the hospital and provide assistance and advice to the patient as applicable. They will monitor progress of patient with local Medical Staff. Then either organise local treatment or repatriation as necessary.

It is essential that Wellwise Group are kept fully informed at all times – so they have fully up to date information to report back to our Client and the Next of Kin.

5. The Duty/Operations Manager will keep track of ALL occurrences/correspondence by logging everything on the Wellwise Group 'F170 Incident Log', and notify Next of Kin of any progress or developments at regular intervals depending on the circumstances.

PLEASE NOTE:

- To avoid conflicting and confusing information all communications must be directed via the Wellwise Group Operations Manager or his delegate.
- Repatriation will only be indemnified by insurance providers if deemed medically necessary.
- Prior to any employee /contractor returning to work after being involved in a medical incident Wellwise will require a 'return to work' medical to be completed.