March 1, 2010

ALL SLAC SUBCONTRACTORS

Subject: SLAC On-Site Medical Services

SLAC’s expectation of our contractors and lower tier subcontractors is that your performance is of the highest caliber and quality, at a fair and reasonable cost, delivered on time and just as importantly, completed safely. The key to everything you do is the people who provide the support and service to complete the work, and SLAC wants to ensure that the work your staff performs while on our site is done safely. One of the services that SLAC offers all workers and visitors that are on our site is a fully staffed and equipped occupational medical clinic. The clinic is open from 8:30AM until 4:30PM, Monday through Friday. In the event of a medical problem, such as an injury or illness, we strongly encourage you to send your staff to this clinic for initial evaluation and treatment. How does this benefit us all?

- **No cost.** SLAC provides this service as part of our normal operations. Assuming that SLAC Medical can provide treatment, there will be no impact on your worker’s compensation program.

- **Ease of access.** Our clinic is located on the central part of the campus, on the first floor of Building 41, in Room 135.

- **Minimal time.** By using the clinic, workers with minor injuries will likely be back to work in less than an hour.

- **Expert referral.** After our clinic assesses the case, if treatment can’t be provided here, our medical professionals can recommend the appropriate follow-up medical care facility, rather than having your worker wait at a general facility and then possibly have to go to another location where they’ll lose even more time.

- **Investigation support.** SLAC requires that all incident be investigate in order to find root causes and prevent future incidents. Your point of contact (e.g., SLAC Project Manager) is responsible for working with you to assist in the investigation process. If you subsequently need an investigation report for your own insurance or ES&H program purposes, you’ll be able to save time by using the results of this investigation.
What’s the procedure in the event of an incident?

1) **Quickly determine if it is a life-threatening situation.** These include instances of chest pain, shortness of breath, extensive bleeding, unconsciousness, and so. If it is life threatening, **immediately** call 911. If you are calling from a cell phone, be certain to clearly state that you are calling from SLAC, 2575 Sand Hill Road, and give a specific description of your location (e.g., Building 24, Room 200). If you call from a landline, dispatch will have the address information, but provide all the information they request. After you are done with 911 (or simultaneously have someone else) call ext. 5555 (or 650-926-5555). This is SLAC’s internal emergency response number. This will activate our internal emergency response team, which will likely be able to respond to the scene before the Fire Department.

2) **If not life threatening, and during clinic hours (M-F 8:30 am to 4:30 pm):** Escort the worker to the Medical Clinic (Bldg 41, Room 135). Medical will evaluate and provide preliminary treatment. If further treatment is required, SLAC Medical will make a referral to an appropriate medical care facility and provide that information to the patient’s supervisor. When complete, Medical will provide the supervisor and SLAC Project Manager with a *SLAC Incident Investigation Form*. This form **must** be completed and returned to mailstop 84, within 72 hours of the incident. Your SLAC Project Manager will assist you with the investigation and completion of the form.

3) **If not life threatening, and not during clinic hours:** Call ext. 5555 and provide Security with information about the incident. Explain to them that this is not a life-threatening/911 incident and that you are informing them of an injury. They should provide you with information about the closest medical clinic that can provide service at that time. They will also notify SLAC ES&H who will then contact you the next business day to initiate the *SLAC Incident Investigation Form*. This form **must** be completed and returned to mailstop 84, within 72 hours of the incident. Your SLAC Project Manager will assist you with the investigation and completion of the form.

If you have any questions, please Sherrie Remington at 650-926-4457 or SLAC Medical at 650-926-2281. We look forward to working with you on a safe contract.

Sherrie Remington
AMS, Operations Manager