

QUICK GUIDE TO INJURY, ILLNESS & TREATMENT CLASSIFICATIONS

LOST TIME (LT)

A work-related injury or occupational illness, including a fatality, resulting in at least one lost workday after the day of the incident, based on opinion of a physician or Licensed Health Care Professional (LHCP) as to the capability of the injured person (IP) to return to work. **The question to be considered is whether or not the IP is capable of working on the day following the incident, regardless of whether the IP is scheduled to work the next day or chooses to disregard the LHCP advice.**

Note: *Traveling to/from or waiting for a medical evaluation does not count as lost time.*

RESTRICTED WORK (RW)

A work-related injury or occupational illness resulting in the IP being unable to perform one or more of the routine functions of their job, or from working the full workday on any calendar day after the day of illness or injury, regardless of whether the IP is scheduled to work the next day.

Note: *Work restrictions recommended by a physician or LHCP are record-able, regardless if the IP does not comply with restrictions.*

MEDICAL TREATMENT (MT)

Any treatment by a physician or LHCP, other than that defined as First Aid, observation, counseling or diagnostic procedures, is classified as Medical Treatment.

Note: *Medical treatment occurs when a prescription is issued (even if only a single dose, a drug sample provided by the LHCP and even if the IP chooses not to fill the prescription or take the medication.)*

RECORD-ABLE INJURY/ILLNESS

A work-related injury or illness that meets the IHL recording criteria and results in LT, RW or MT.

Examples of Record-able Injuries (not a complete list):

- Cracked/Fractured/Broken bones (includes teeth)
- Loss of consciousness (must be work-related or exposure)
- Applying sutures, surgical glue, staples etc. to close a wound.
- Use of antibiotics or muscle relaxants or cortisone $\geq 1\%$
- Removing foreign bodies from the eye requiring more than irrigation or use of a cotton swab
- Removing splinters/foreign material (outside the eye area) requiring an incision of the skin
- Use of an AED, CPR or Heimlich for a work-related injury
- Injury requiring physical therapy or chiropractic treatment
- Administering oxygen for signs or symptoms (other than exhaustion) resulting from a work related exposure

Examples of Record-able Illnesses (not a complete list):

- Food poisoning at work (exceptions apply)
- Occupational related hearing loss
- Diagnosed heat stress/exhaustion requiring more than rest/ drinking fluids/treatment with ice packs
- Occupational decompression sickness (e.g. Diving Ops)
- Work-related mental illness

PRESCRIPTION MEDICATIONS

In the case of prescription medications, medical treatment occurs when a prescription is issued (even if the employee does not fill the prescription or take the medication).

- If a medication in the form and dosage given is available in the U.S., follow the U.S. Food and Drug Administration (FDA) designation. If the medication in the dose and form given is not available in the U.S., follow the prescription designation in the jurisdiction where it is prescribed.
- If there is a contradiction between the U.S. and the local jurisdiction, the U.S. FDA designation takes precedence. Advice should be sought from a Company physician and the basis documented.
- For medications available in the U.S. in both prescription and non-prescription forms, follow the process outlined the Frequently Asked Questions section of the U.S. Occupational Safety and Health Administration's CPL 02-00-135 - Record-keeping Policies and Procedures Manual (shown below)
- For medications such as Ibuprofen that are available in both prescription and non-prescription form, the employer must determine whether a prescription strength dosage has been recommended.
- The prescription strength of such medications is determined by the measured quantity of the therapeutic agent to be taken at one time, i.e. a single dose. The single dosages that are considered prescription strength for four common over-the-counter drugs are:

- Ibuprofen (such as Advil™) - Greater than 467 mg
- Diphenhydramine (such as Benadryl™) - Greater than 50 mg
- Naproxen Sodium (such as Aleve™) - Greater than 220 mg
- Ketoprofen (such as Orudis KT™) - Greater than 25 mg

- To determine the prescription-strength dosages for other drugs that are available in prescription and non-prescription formulations, consult the U.S. Food and Drug Administration website at:

<http://www.accessdata.fda.gov/scripts/cder/drugsatfda/index.cfm>

- If a LHCP provides prescription samples in lieu of prescription recommendation or script, the samples are to be recorded as a prescription.

FIRST AID TREATMENT

1. Using a non-prescription medication at non-prescription strength.
2. Tetanus immunization.
Note: *Other post exposure immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment.*
3. Cleaning, flushing or soaking wounds on the surface of the skin.
4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc; or using butterfly bandages or Steri-Strips™
5. Using hot or cold therapy (e.g. compresses, soaking, whirlpools).
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
Note: *Devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment.*
7. Using temporary immobilization devices while transporting and accident victim (e.g. splints, slings, neck collars, back boards, etc.)
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
9. Using eye patches.
10. Removing foreign bodies from the eye using only irrigation or a cotton swab.
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
Note: *Procedures involving the excision of the outer layer of skin are considered medical treatment.*
12. Using finger guards (to protect bandaged finger from irritation, dirt and further injury).
13. Using massages.
Note: *Physical therapy or chiropractic treatment is considered medical treatment.*
14. Drinking fluids for relief of heat stress.
Note: *Observation, counseling and diagnostic procedures such as X-rays and blood tests, pure precautionary administration of oxygen where no signs or symptoms of a work related exposure exists are neither medical treatment nor first aid. Nevertheless, these incidents must be reported.*



Any other form of medical care for an occupational injury/illness is "MEDICAL TREATMENT"

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