W.A. Ranches at the University of Calgary

Injury Procedure

If anyone (Faculty, student, staff, or public) is injured at the ranch and requires medical attention, follow these procedures:

**During normal business hours:**

1. **Give first aid** – Find a first aider to assess the injury and determine if additional medical attention is required. There is a first aid kit in the ranch house kitchen area and the machine shed.
   a. **First Aid Resources** are located at the following areas at the ranch
      i. **First Aid Kits**
         1. Type 1 – all ranch trucks (including semi)
         2. Type 2 – Cochrane home office and shop, Cochrane North processing barn, Cochrane East Shop
      ii. **Automated External Defibrillators (AED)** - 1 located in Cochrane Home Shop

2. **Call 9-1-1** immediately if the injury is life threatening, or if a hospital is needed
   a. Know the location of the patient – GPS coordinates are ideal.
      **WA Ranches Main Ranch Office**, AB (51.3423941,-114.3776040) or 274237 Range Road 34, Rocky View County
   b. Notify the Ranch Manager, Jonny Bennet immediately after 911 is called (403-542-4469). If Jonny is not available please follow the following contact chain listed below.
      Barney Press: 403 573-3324  (Safety committee representative)
      Heidi Bennett: 403 702-4469  (Lead Ranch hand)
      Jacob Auclair: 403 605-8651  (Ranch hand)
      Ashley Nicholls: 587 437-3505  (Ranch hand)
   c. Ask someone to watch for the ambulance and wave them down to location.
   d. Ask 911 response team what hospital they are taking the patient
   e. Do not send injured person alone to hospital, send someone for support and for updates on injury status (drive to hospital if no room in Ambulance)
   f. Notify the Manager of the employee to ensure emergency contact is notified
   g. Call Security at 403-220-5333 to report the injury.
   h. [Submit an OARS report](#) for the Injury – Undergraduate and Grad Students must be entered by Faculty/staff, they **cannot** self-report

3. If non-emergency medical attention is required, use the WCB Occupational Injury Services (OIS) clinic

   Cochrane Community Health Centre
   60 Grande Blvd
   Cochrane AB, T4C 0S4
Phone: 403-851-6000

a. Contact Staff Wellness prior to leaving to schedule an appointment
b. If they do not answer, call clinic directly at 403-851-6000
c. Do not allow injured person to drive.
d. Notify the WA Ranches designated ranch contact of the injury and that you are leaving for medical attention (Contact in the following order, the Ranch Manager, Matt, the Assistant Manager Jonnie, or the safety committee member Barney, contact information provided above, phone or text is likely to be the quickest)
e. Do not send injured person alone to clinic, send someone for support and for updates on injury status
f. Notify the Manager of the employee to ensure emergency contact is notified.
g. It is the responsibility of employer to ensure they have safe transport home, organize a taxi ride home, if needed.
h. Call Security at 403-220-5333 to report the injury.
i. Submit an OARS report for the injury – Undergraduate and Grad students must be entered by Faculty/staff, they cannot self-report.

After Hours:

4. Give first aid – Find a trained first aider to assess the injury and determine if additional medical attention is required. First Aid Resources are located at the following areas at the ranch:
   a. First Aid Kits
      i. Type 1 – all ranch trucks (including semi)
      ii. Type 2 – Cochrane home office and shop, Cochrane North processing barn, Cochrane East Shop
   b. Automated External Defibrillators (AED) - 1 located in Cochrane Home Shop

1. **Call 9-1-1** immediately if the injury is life threatening, or if a hospital is needed
   a. Know the location of the patient – GPS coordinates are ideal.
   b. Ask someone to watch for the ambulance and wave them down to location.
   c. Ask 911 response team what hospital they are taking the patient
   d. Notify the Manager of the employee to ensure emergency contact is notified
   e. Call Security at 403-220-5333 to report the injury.
   f. Submit an OARS report for the injury – Undergraduate and Grad students must be entered by Faculty/staff, they cannot self-report

2. Contact Jonny Bennet immediately (403-542-4469). If Jonny is not available please follow the following contact chain
   Barney Press: 403 573-3324 (Safety committee representative and Ranchhand)
   Heidi Bennett: 403 702-4469 (Lead Ranchhand)
   Jacob Auclair: 403 605-8651 (Ranchhand)
3. If non-emergency medical attention is required, use the WCB Occupational Injury Services (OIS) clinic

Urgent Care:
Cochrane Community Health Centre
60 Grande Blvd
Cochrane AB, T4C 0S4
Phone: 403-851-6000

a. Contact WA Ranches manager immediately (Matt Williams: 403-605-8574)
b. Do not allow injured person to drive.
c. Notify the Manager of the employee to ensure emergency contact is notified (Campus Security may be able to assist with connecting to appropriate emergency contact information holders)
d. Call Security at 403-220-5333 to report the injury.
e. It is the responsibility of employer to ensure they have safe transport home, organize a taxi ride home.
f. Submit an OARS report for the Injury – Undergraduate and Grad students must be entered by Faculty/staff, they cannot self-report