

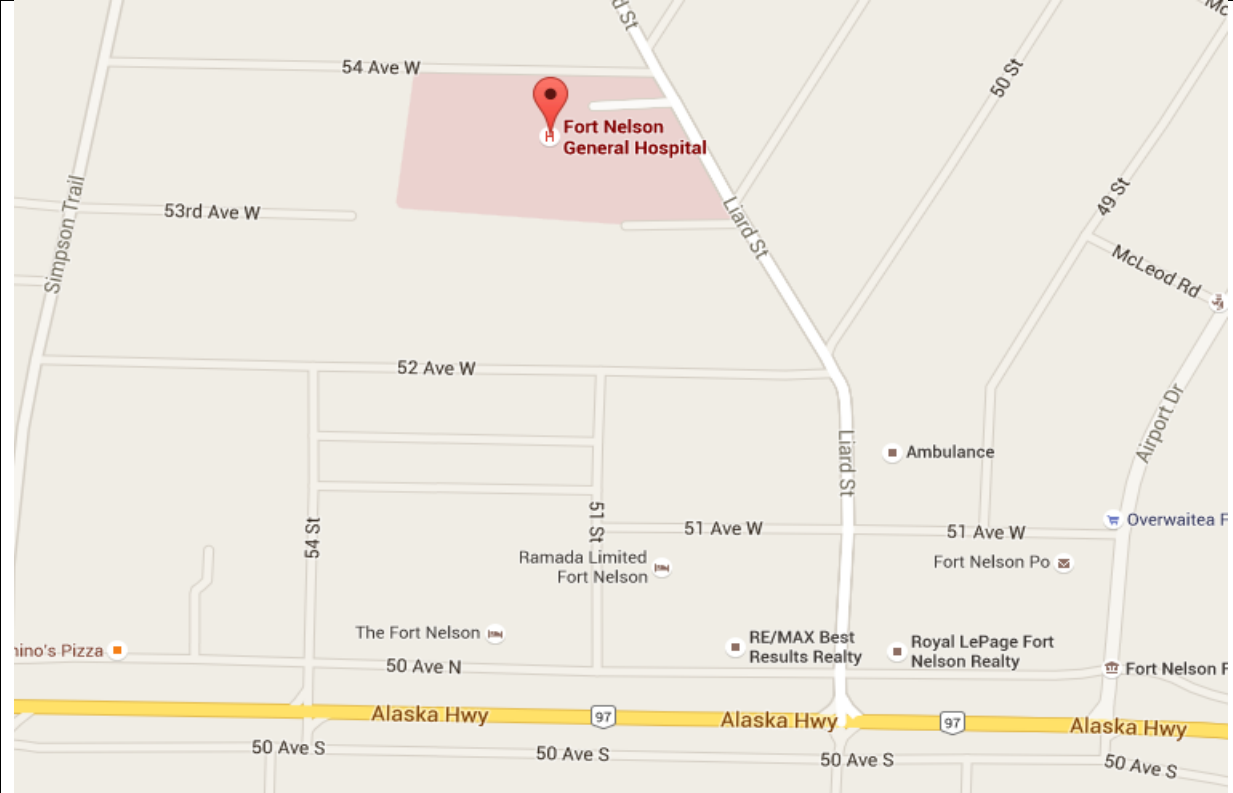
MMU PASSWORDS			
DEVICE/SERVICE	NAME	USERNAME	PASSWORD
Main Computer	-	Medic	M3dic
X-Ray Laptop	-	A Holmes	Digital1
Voicemail	-	-	3534
Wireless Router	ECSH022	Hospital	medicmedicmedic
X-Ray	Metron	-	Digital
Dell NetExtender	SonicWall	MMU-LN	Mlmmu2013
Webex	-	dmoryson@iridiamedical.com	moismmu4
Dropbox	-	dillyacp@iridiamedical.com	Iridia2014
MMU Email	-	mmumd@global-medical.ca	Docto\$1
Cell phone apps	Samsung Play Store	Iridia Medical MMU	Iridiammu2015
	Google Play		Iridiammu2015
PAPERWORK			
Daily	Field Ticket	operations@iridiamedical.com	
	Daily Activity Report		
Weekly	Patient Summary	NEBC Patient Summary (email group)	
	Nexen Mileage Tracker	NEBC Mileage Tracker (email group)	
	Leading Indicators	NEBC Leading Indicators (email group)	
	MTC Fuel Log and mileage	NEBC Fuel Logs (email group)	
SAFETY/TAILGATE MEETINGS*			
Camp	Cafeteria	Daily @ 0830 MST	
IRIDIA (Skype)	Online – chat only	Tuesdays @ 0830 PST	
Weekly Rounds (WebEx)	Online	Thursdays @ 1000 PST	
Nexen Coordinator’s Meeting	Safety Trailer	Sundays @ 1130 MST	
*Refer to handover notes for any other meeting times and locations other than those noted			
CONTACTS			
Iridia Medical	604 685 4747		www.iridiamedical.com
RCS Coordinator	250 787 7764	250 787 3968	operations@iridiamedical.com
Dilly Creek PCP	250 774 5464	778 978 0763	
HSE North Liard	250 233 6052	780 841 7757	nebcshalegassafety@nexencnoocLtd.com
Camp Coordinator	250 774 5451		
Fire/Wildlife	250 774 5452	250 321 0556	nebcfireandwildlife@nexencnoocLtd.com

GUIDELINES FOR FIRST AID AND MEDICAL REPORTS	
<p>Nexen CNOOC takes its responsibility for safety in the workplace very seriously and is considered an industry leader in this field. In addition to complying with WorkSafe BC (WSBC) regulation Nexen also follows the guidelines laid out by the Canadian Association of Petroleum Producers (CAPP) for classification of work related incidents and injuries.</p>	
<p>First Aid Reports (FAR's)</p>	<p>Paramedics filling out First Aid Reports (FAR's) will not document any patient disposition other than a definitive full return to work or transport to hospital. We do not document any modified duties or time off for recuperation for the patient on the FAR. Determination for modified duties lie with the patient's employer and/or the attending physician. Time off for rest or recuperation should only be diagnosed by a physician and this is documented on a separate form supplied by WSBC specifically for the attending physician to fill out. All companies who belong to CAPP adhere to a system of reporting incidents and injuries that enable them to collect accurate data on the industry as a whole and implement standards to improve operations and safety for all involved. Iridia Medical wants to make its expectations very clear when it comes to how we record and report our patient's work related injuries and illnesses to support Nexen in this process.</p> <p>If you have any questions about FAR documentation while working on a Nexen job site call the Remote Care Services Coordinator, the ACP in the Mobile Medical Unit in North Liard or the Nexen Safety Supervisor.</p>
<p>Patient Assessment Reports (PAR's)</p>	<p>PAR's are considered privileged information and are bound by the same legalities and privacy laws governing any of a patient's medical records. These records are entered on IRIDIA's secure MOIS server and are reviewed regularly. NO HARD COPIES OF PAR'S ARE TO BE KEPT ON FILE IN THE MMU AT ANY TIME. PAR's may be released to a patient upon their own request but must never be released to Nexen or its contractors under any circumstances. Requests for a patient chart are referred to IRIDIA's office in Vancouver.</p>
SAFETY INSPECTIONS	
<p>Nexen requires a weekly inspection performed on the MMU and MTC. This is documented on the Nexen Safety/Environment Inspection Report with copies submitted to:</p> <p>White – Nexen Safety Green/Blue – person responsible for corrective actions (if any) Pink – our files</p> <p>Fire extinguishers are inspected monthly and initialed</p> <ul style="list-style-type: none"> • General condition • Gauge reads in the green • Safety pins in place and secured with zip ties 	

FUEL	
<ol style="list-style-type: none"> 1. Hold the card to the control panel as illustrated 2. Key in your PIN number [ENTER] 3. Key in the unit number (all IRIDIA vehicles are "1") [ENTER] 4. Select diesel (1) or gasoline (2) [ENTER] 5. Turn the lever on the main supply so it is in line with the pipe (open position) 6. Pull the round button on the side of the pump outwards – begin fuelling 7. When complete push the button back in and return the lever to the closed position <p>FUEL IS UNDER HIGH PRESSURE AND THE TRUCK WILL FILL VERY QUICKLY – CONSTANTLY MONITOR THE NOZZLE TO AVIOD FUEL SPILLS</p>	
FIRE ALARM/EVACUATION	
<ol style="list-style-type: none"> 1. Evacuation alarm received over the base radio (Channel RR9) 2. Essential ACP gear loaded into the back seat of the MTC <ol style="list-style-type: none"> a. LP12 monitor b. Drug kit c. Intubation kit d. Portable suction 3. MTC driven to the muster area with the yellow roof beacon activated (aux. switch #4) 4. Await further instructions from Nexen Safety or the Camp Coordinator 	
X-RAY	
<p>**Note: you must have prior training and authorization to perform x-rays on patients in the MMU. Do not operate this equipment if you have not been cleared by Tom Puddicombe or Dr. Allan Holmes to do so**</p> <ol style="list-style-type: none"> 1. Follow the X-Ray Protocol flowsheet 2. Obtain the x-ray following the instructions on the unit 3. Save the image to the "X-Rays" folder in My Pictures on the laptop 4. Email the image to the Iridia physician on call: <ol style="list-style-type: none"> a. Open Internet Explorer and sign into the MMU Webmail b. Draft the email and attach the image from the "X-Rays" folder in My Pictures 5. Verify the message was sent with attachment by opening the "Sent Items" folder 	
WEEKLY EQUIPMENT CHECKS	
LP 12 (12 lead)	User test / batteries charged (6)
LP 12 (3 lead)	User test / batteries charged
Portable Suction	Charged / operational
IVAC IV Pump	Charged / operational
Phillips IntelliVue Monitor	Operational / batteries charged (3)
Nexen MTC	Started / run for 30 minutes / satellite phone charged

MMU SYSTEMS AND MAINTENANCE	
Water	<p>Water is supplied from the main treatment facility on site to the MMU. It is under relatively low pressure as most of the supply plumbing is RV grade and cannot handle pressures above 60psi. There is no maintenance required for the water supply system.</p>
Sewage & Drainage	<p>All sewage and drain water flows into storage tanks beneath the MMU then to an external lift station located outside near the front corner of the unit to be pumped into the camp sewage system for treatment. The kitchen and bathroom are gravity feed and drain freely into the system. The two sinks in the hospital area are situated lower in the unit and require a pump to move water through the system. These pumps are the white boxes located under each sink and will come on automatically as water is drained into them. <i>It is important when running water in the hospital sinks to listen for the pump coming on. If it does not the water will overflow from the unit and flood the hospital area.</i></p> <ul style="list-style-type: none"> • DO NOT FLUSH ANY CLOTH RAGS, OR HYGEINE PRODUCTS DOWN THE TOILET. THESE WILL CLOG THE PIPES UNDER THE MMU AND THE CAMP SEWAGE TREATMENT SYSTEM. • THE BATHROOM IS FOR PATIENT USE ONLY – LOW VOLUMES RESULT IN ACCUMULATION OF SOLID WASTE AND CREATE A SEWAGE SMELL IN THE MMU. • Do not dump large volumes of water all at once into the two hospital sinks. Large volumes will overwhelm the pump capacity and result in overflow into the hospital. • The external lift station is heated for winter conditions. Ask the camp coordinator to have it inspected regularly during the winter months for proper operation. <p>It is important to run water regularly through the system. Running water into the kitchen sink and flushing the toilet a few times at least once per week or so should keep the system flowing and odor free.</p> <p>The two hospital sinks pumps are powered by the MMU’s 12V system. Should the power go out the pumps will operate for some time on the battery power stored in the MMU. Be mindful that the external lift station is on the AC power system and will not drain or stay warm if power is out for an extended period of time.</p>
Electrical	<p>The MMU runs on a 12 volt direct current system fed by batteries and a 120 volt alternating current system supplied through the camp. The breaker panels are both located in the kitchen area against the far wall. There is a test panel to the left above the kitchen sink. Push the “battery” switch to read the amount of battery reserve available in the unit. The “pump” and “test” switches do not have to be on since the MMU is on an external water supply.</p> <p>For any electrical issues ask the camp coordinator or Nexen Safety for assistance.</p>

<p>Internet / Computer</p>	<p>The wireless internet and phone in the MMU are provided through the black router located in the cupboard above the sink in the kitchen area beside the MMU’s communications hub (ECSH022). Access passwords are in the Resource Manual. The cell signal the router picks up comes from the booster towers around the area. <i>If power is interrupted to the cell booster towers all signal will terminate and you will not have any communication other than with the satellite phone.</i></p> <p>The computer, monitor and base radio are plugged into a battery backup surge protector underneath the desk. If power in the MMU is interrupted the computer will stay on for approximately 30 minutes. All other devices (printer, cordless phone etc) that require AC power will shut down.</p>
<p>If you have any questions or experience problems with the MMU contact the camp coordinator for assistance if it can be handled on site. Parts, equipment and any other services will have to be arranged through Iridia Medical’s Remote Care Services or the head office. Iridia Medical has a contract with Horizon North for their maintenance people to perform work on the MMU. For authorization email Tom Puddicombe and cc Operations with the details of the repairs or work to be performed.</p>	

FORT NELSON HOSPITAL	
Address	5315 Liard Street
Phone	250 774 8100
	
MEDICAL CLINICS	
<u>Airport Way Medical Clinic</u> 5216 Airport Drive 250 774 7838	<u>Fort Nelson Health Clinic</u> 5217 Airport Drive 250 774 7092
DENTAL CLINICS	
<u>Airport Drive Dental Clinic</u> 5211 Airport Drive 250 774 4484	<u>Fort Nelson Dental Clinic</u> 5008-50 th Avenue North 250 774 3510
PHARMACIES	
<u>IDA Pharmacy</u> 4904-50 th Avenue North 250 774 2323	<u>Overwaitea Pharmacy</u> 5103 Airport Drive 250 774 6830