


<i>HEALTH AND SAFETY MANUAL</i>	
Title: First Aid and Equipment	
Approved by: Greg Savoy	Rev. 4/4/13

1 Purpose/Scope:

This program established the minimum first aid supplies, equipment and actions to properly respond to injuries.

This program is applicable to all Company employees while engaged in work at company facilities and/or facilities operated by others.

2 Responsibilities:

2.1 Responsibilities:

2.1.1 Managers/Supervisors:

- To ensure the ready availability of medical personnel for advice and consultation on matters of occupational health related issues.
- To ensure that a minimum of one employee, with valid certificate, shall be present to render first aid at all times work is being performed.
- Provisions shall be made prior to commencement of a project for prompt medical attention in case of serious injury.
- To ensure adequate first aid supplies and equipment are easily accessible when required.
- To ensure that where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes or body shall be provided within the work area for immediate emergency use.
- NOTE:** a valid certificate in first aid training must be obtained from the U.S. Bureau of Mines, the American Red Cross, Medic First Aid or equivalent training that can be verified by documentary evidence.

3 Requirements:

3.1 General:

3.1.1 A first aid kit shall be placed in each company owned vehicle.

- See **Exhibit F-4.1** for a listing of recommended vehicle first aid kit contents.

3.1.2 Adequate first aid supplies shall be readily available at all workplaces.

- Additional first aid kits may be needed when larger operations or multiple operations are being conducted at the same time.
- 3.1.3 Personal Protection Equipment (PPE) shall be provided to protect from Bloodborne Pathogens in the presence of body fluids. See the Bloodborne Pathogen Exposure Control Plan.
- 3.1.4 The location Manager, or on a job site - the job supervisor, shall determine which physician, hospital and emergency response agencies and transportation services are available. Means to contact medical personnel and emergency responders, as well as accounts or contact, must be established prior to commencing work.
 - Conspicuously post phone numbers of the nearest hospital/clinic, fire department, police, and emergency medical services (EMS) in a conspicuous place that is accessible 24 hours per day. When on client's location, contact numbers shall be obtained prior the commencement of any work.
- 3.1.5 Where the eyes or body of any person may be exposed to injurious corrosive materials, a safety shower and/or eye wash (suitable facilities) shall be available, within a 10 second response time.
 - An assessment of the material or materials used shall be performed to determine the type flushing/drenching equipment required.
 - At client job sites, portable or temporary stations must be established prior to the use of corrosive materials.
- 3.1.6 All incidents must be reported to the appropriate personnel in a timely manner and proper documentation completed. See Company Incident Reporting Procedures.

3.2 First Aid Equipment:

First aid kits shall be placed so that all employees have access to the contents 24 hours per day. All kits must be protected from the weather or provided in weatherproof cases.

3.2.1 First aid kit contents:

The contents of first aid kits shall be checked before being sent out to each job and at least weekly on each job to ensure that the expended items are replaced.

- First aid kit contents must, as a minimum, include the following items established by the American National Standards Institute (ANSI) Z308.1-1998:

Item:
Absorbent compress 32 sq. in
Adhesive Tape, 5 yds
Burn applications
Sterile Pad, 3x3 in
1x3 Adhesive Bandages
Antiseptic applications
Pair medical exam gloves
Triangular Bandage 40x40x56

In addition to the above required first aid materials, the following materials are approved for use in company first aid kits and owned facilities:

- ✓ Assorted bandages
- ✓ Assorted Dressings
- ✓ Assorted Tape
- ✓ Compresses – assorted sizes
- ✓ Adhesive Band-Aids – assorted types and sizes
- ✓ Elastic Wrap
- ✓ Anti-bacterial agents/first aid sprays or equivalent
- ✓ Instant cold packs
- ✓ Scissors
- ✓ Eye Wash Solution (single use containers)
- ✓ Tweezers
- ✓ Blanket – Mylar, suggested
- ✓ Resuscitation equipment such as: resuscitation bag, airway or pocket mask
- ✓ Poison plant and insect sting treatment
- ✓ Non-“cut and suck” snake bite kits
- ✓ Bloodborne Pathogen clean up materials or kit
- ✓ Water-Jel burn dressings and/or blankets or the equivalent

The following items are **not** approved for use in first aid kits or owned facilities and shall not be purchased by the company:

- ✓ Over-the-counter medications such as Aspirin, Acetaminophen (non-aspirin), Ibuprofen and other over-the-counter pain relievers.
- ✓ Burn ointment
- ✓ Merthiolate
- ✓ Mercurochrome
- ✓ Iodine tinctures
- ✓ Salt tablets
- ✓ “Cut and Suck” snake bite kits
- ✓ Cold or allergy remedies or other non-prescription medication

- ❑ First aid kit contents will be customized by knowledge of historical injuries and/or to meet the needs of a geographical area.
- ❑ These kits will be located so as to allow easy and quick access. Weatherproof first-aid kits and required contents are to be inventoried and maintained in a serviceable condition on a continuous basis.
- ❑ All items, which must be kept sterile, must be individually wrapped and sealed. Items such as scissors, tweezers, tubes of ointments with caps, or rolls of adhesive tape, need not be individually wrapped, sealed, or disposed of after a single use or application.

3.2.2 Other first aid equipment such as, backboards, stretchers, splints, etc. required through assessment of the worksite shall be available and maintained in a ready state.

3.3 Injury Handling Procedures:

Proper care must be given to the injured. Remember... stay calm and use good common sense.

- ❑ Emergency Action Principles:
 - ✓ Survey the accident scene.
 - ✓ Calm yourself and gain the victim's confidence.
 - ✓ Assess the victim's condition.
 - If injuries are minor, a first aid provider shall provide first aid treatments. The first aid provider shall be pre-selected by management and trained in performing first aid (see training).
 - Based on the first responder's assessment of the injuries involved, decide whether the injured requires to be taken directly to a hospital's emergency room, occupational medicine provider, or administer first aid on location. Examples of serious injuries that result in the injured being transported to a medical provider are those resulting in severe blood loss, possible permanent disfigurement, head trauma, spinal injuries, internal injuries and loss of consciousness. Keep in mind that the needs and well being of the injured are the first priority.
 - ✓ Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided.

3.4 Transportation:

Transportation depends on the nature, seriousness and location of the injury or illness. Choices to consider are – private automobile, company vehicle, helicopter, crew boat, EMS vehicles including medi-vac helicopters, or any other transportation that can provide safe transportation to the hospital or doctors office in order to provide medical attention to the injured in the quickest manner without any additional complications or injuries to the injured employee.

- Transportation needs must be preplanned and coordinated with the transportation provider prior to an incident requiring such service.

3.5 Training:

Selected employees shall be trained and certified to render first aid by a nationally recognized organization.

- A valid and current certification in First Aid is required in order to render emergency first aid at the work place.
- Employees shall be trained in CPR when requirements dictate.
- Employees shall not render first aid or other care beyond their scope of training.

4 References:

- 4.1 29 CFR 1910.151 “Subpart K-Medical and First Aid”
- 4.2 American National Standards Institute (ANSI) Z308.1-1998
- 4.3 29 CFR 1910.1031 Bloodborne Pathogens
- 4.4 Company Bloodborne Pathogens Exposure Control Plan
- 4.5 Company Incident Reporting Procedure
- 4.6 American Red Cross’s CPR guidelines
- 4.7 American Heart Association’s CPR guidelines

5 Exhibits:

- F-4.1 Recommended Vehicle First Aid Kit Contents.

Exhibit F-4.1

Recommended Vehicle First Aid Kit Contents

Quantities must be adjusted to fit expected use.

- 2"x4.1 yd. Conforming gauze roll bandage, 2/bx
- 4"x5" Instant cold pack
- Water-jel burn treatment
- Sterile eye pads
- 1 oz. eye wash
- 2"x3" Non-stick pads
- Scissors
- 1/2"x10 yd. First aid tape roll
- Alcohol cleansing pads
- Antiseptic cleansing wipes
- Insect sting relief pads
- 3/4"x3" Adhesive plastic bandages
- 1"x3" Fabric bandages
- Knuckle, fabric bandages
- Large fingertip fabric bandages
- Triangular sling/bandage
- 32 sq. in. Absorbent gauze compress
- Exam quality gloves, 1 pr
- Antibiotic ointment packs
- Rescue Breather CPR one-way valve face shield
- AMA First Aid Guide booklet or equivalent
- Weather-proof case