	Health and Safety Policy		Section No:	5
			Initial Issue Date	2003
			Revision Date:	Jan 1, 2017
	<b>First Aid Policy</b>		Revision No.	1
Prepared by: MSC Safety Solutions	OSHA Standard	1926.23	Page:	Page 1 of 3

## Purpose

The purpose of this program is to establish the minimum first aid supplies, equipment, and actions to properly respond to injuries.

## Scope

This program is applicable to all SESAC while engaged in work at member facilities and/or facilities operated by others.

## Responsibilities

- It is the responsibility of the site manager to ensure that first aid kits are provided and maintained.
- All employees are responsible for using first aid materials in a safe and responsible manner.
- The HSE Manager is responsible for corresponding with the American Heart Association or an equivalent to keep employee training levels current.

## Requirements

### Planning

The site manager will:


- Ensure that a minimum of one employee, with a valid certificate, shall be present to render first aid at all times work is being performed if medical assistance is not available within 3-4 minutes.
- Ensure that provisions shall have been made prior to commencement of a project for prompt medical attention, including transportation, in case of serious injury.
- Ensure adequate first aid supplies and equipment are easily accessible when required.
- Ensure that in areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances to be used shall be conspicuously posted.

### Medical Response

All minor first aid is to be self rendered. Because of the risks presented by certain bloodborne pathogens, no one is allowed to tend the minor injuries of another.

In the absence of medical assistance within 3-4 minutes of a SESAC worksite there shall be a person who has a valid certificate in first aid training from the American Heart Association or equivalent and able to render emergency first aid. Employees authorized to render first aid will always observe universal precautions. (Universal Precautions means that the aid giver treats all bodily fluids as if they were contaminated).

If 911 is not available refer to the list of posted phone numbers for prearranged medical response providers. All SESAC authorized first responders shall have a cell phone as a means of communications; otherwise hand held radios or telephones shall be used as a means of communication.

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## Supplies and Equipment

First aid supplies shall be provided in easily accessed and posted locations. Always follow the manufacturer's instructions when using the materials in the first aid kit.

All SESAC first aid kits contain appropriate items determined to be adequate for the environment in which they are used and are stored in a weather proof container with individual contents sealed from the manufacturer for each type of item.

SESAC are responsible to ensure the availability of adequate first aid supplies and to periodically reassess the demand for supplies and to adjust its inventories. First Aid kits are to be inspected:

- On the first working day of each week to verify that they are fully stocked and that no expiration dates have been exceeded, and
- Before being sent out to each job, and
- Replace any items that have exceeded their expiration dates or that have been depleted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, a safety shower and/or eye wash (suitable facilities) or other suitable facilities shall be provided within the work area. Ensure expiration dates are checked and water used in storage devices is sanitized.

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.

## Transportation


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.

Choices to consider include: private automobile, company vehicle, helicopter, 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.

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### Training

Volunteers or selected employees are trained by the American Heart Association in CPR and first aid. Each of these trained and certified employees are equipped with protective gloves and other required paraphernalia. CPR and First Aid training must be re-certified every three years.