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# OBJECTIVE

**COMPANY NAME** will maintain a safe and healthy work environment in an ongoing effort to protect each employee from potentially hazardous or unsafe conditions. It is thegoal of **COMPANY NAME** to insure that Personnel will at no time suffer any adverse health effects or injuries related to their work environment.

**COMPANY NAME** has chosen to establish a First Aid Program for emergencies that could arise from injuries.

The First Aid Program is essential to the safety of **COMPANY NAME** employees and to inform personnel of the requirements for first aid and CPR duties, including training, support, and supplies for **COMPANY NAME** and worksites.

# BACKGROUND

OSHA Regulations requires employers to provide prompt medical services and first aid prior to commencement of a project, and for injured or ill workers during the course of their employment. With this directive in mind, the following guidelines are being established, and its procedures will be effectively implemented by trained employees. This program will be submitted prior to the commencement of any project.

The Safety Officer will facilitate the implementation of this program.

# SCOPE

This policy shall apply to **COMPANY NAME** facilities and job site locations. This policy applies to **COMPANY NAME** employees who may be required to perform First Aid/CPR as a collateral duty.

# RESPONSIBILITIES

## Operations Supervisor

Must ensure that crews have adequate First Aid and CPR trained employee coverage. Are responsible for providing supervisors and other designated employees with First Aid and CPR training in accordance with this policy.

Shall ensure sufficient quantities of appropriate and readily accessible first-aid supplies and first-aid equipment are available at each facility and worksite.

## Employees

All employees who may be required to perform First Aid/CPR as a collateral duty shall know and understand the contents of this policy.

# DEFINITIONS

***ANSI*** *-* American National Standards Institute

***BBP*** *-* Bloodborne Pathogens

***First Aid*** *-* Emergency aid or treatment given to someone injured, suddenly ill, etc., before regular medical services arrive or can be reached.

# EMERGENCY CONTACTS

Before work begins at this location, all employees will be made aware of all emergency phone numbers if needed for the transportation of injured personnel. These numbers are conspicuously posted at ESCI offices, job-sites, or as communicated by the company owner. In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.

In the event of a serious injury requiring medical attention other than minor First Aid, only qualified, certified personnel will manage the injured person until professional medical help has arrived.

# EMERGENCY ACTION

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 prior to the commencement of the job.

First aid measures are of extreme importance within the first few minutes for a worker that has incurred a serious or incapacitating injury. A primary assessment by an emergency responder will determine the nature and extent of the injury experienced. If you are assigned this responsibility, and before you initiate any action, take note of the immediate surroundings to make sure you don’t become a victim yourself!

* Stay calm, take a deep, relaxing breath (possible adrenalin rush)
* Look for mechanisms or forces that caused this incident
* Be aware of environmental limitations (cold, heat, moisture)
* Control outside interference (traffic, crowds, bystanders)
* Check unknown hazards (gas, chemical, electrical, fire, explosion, lack of oxygen, radiation, weapons, etc.)

# POLICIES

## Company Responsibilities

**COMPANY NAME** shall ensure the ready availability of medical personnel for advice and consultation on matters of employee health.

In the absence of an infirmary, clinic, or hospital in near proximity to the worksite, **COMPANY NAME** shall ensure a person or persons are adequately trained to render first aid and that adequate first aid supplies are available.

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 and body shall be provided within the work area for immediate emergency use.

## First Aid and BBP Kits

**COMPANY NAME** facilities and worksites shall have a first aid kit available and properly stocked for the number of employees at the facility/worksite. The contents shall meet the minimum requirements as set forth by ANSI Z308.1-1998.

A BBP kit shall also be available at each facility and worksite and shall comply with the PPE requirements set forth in 29 CFR 1910.1030.

First Aid and BBP kits shall be periodically inspected to ensure contents are adequate. Should the contents be found inadequate, the kits shall be restocked or replaced. Supplies shall be provided to employees free of charge.

## Training

Employees who perform first aid/CPR responder activities as a collateral duty shall be trained in proper first aid/CPR.

Training shall be conducted in accordance with currently recognized first aid and CPR techniques by qualified instructors. A valid certificate in first aid training must be obtained from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence

Employees shall be retrained at least every 2 years, or sooner if required by the qualifying/training agency.

Training records shall be maintained in each employee's training file.

## First Aid and CPR Trained Coverage

**COMPANY NAME** shall ensure that there is proper coverage of First Aid/CPR trained employees when work is performed in areas where professional medical services are not readily available (hospitals, clinics, etc.).

There shall be at least one (1) First Aid/CPR trained person (either employee or contract worker) for each work crew.

In the case of lone workers, each lone worker shall be trained in First Aid.

## Bloodborne Pathogens

Bloodborne pathogens pose a threat to the health and safety of those performing First Aid and CPR. All employees trained in First Aid and CPR as part of their collateral duties shall be offered the Hepatitis B Vaccine at no cost to the employee. Employees shall complete the Hepatitis B Vaccination Declination form should they choose not to receive the vaccination. This form shall be maintained by **COMPANY NAME** in the employee records.

## Eyewash and Shower Stations

When working with or around corrosive materials, emergency eyewash and shower drenching stations shall be readily available and in sanitary condition. Refer to the MSDS/SDS for the chemical or material exposed to for further detail on medical response.

# RECORDS

**COMPANY NAME** shall maintain training records for all employees who are trained and certified in First Aid and CPR. Training records shall be maintained for no less than three (3) years.

**COMPANY NAME** shall maintain Hepatitis B vaccination records for all employees who are required to perform First Aid and/or CPR as a part of their collateral duties for the company. This shall be maintained with the employees medical files and shall be maintained for no less than thirty (30) years from the last date of employment.

Should an employee decline the Hepatitis B Vaccine, the employee must complete the Hepatitis B vaccination declination form. This form shall be maintained in the employee's medical file and maintained with the medical file for no less than thirty (30) years from the last date of employment.