

FIRST AID & CARDIO-PULMONARY RESUSCITATION

CONTENTS

FIRST AID & CARDIO-PULMONARY RESUSCITATION2

1. PURPOSE & SCOPE2

2. DEFINITIONS2

3. PROCEDURE2

 3.1. Medical Attention.....2

 3.1.2. Reliance on Mutual Aid (Ambulance, EMS, Fire Department, etc.)2

 3.1.3. Voluntary Rendering of 1st Aid/CPR by **COMPANY NAME** Associates:.....2

 3.2. First Aid Supplies3

4. RESIPONSIBILITIES3

 4.1. EHS Headquarters:3

 4.2. Site Manager:3

 4.3. Site EHS Representative or their designee:4

5. TRAINING4

6. AUDITING4

7. APPENDICES4

8. REFERENCE DOCUMENTS AND LINKS4

APPENDIX A - SITE SPECIFIC INFORMATION - FIRST AID/CPR5

APPENDIX B - FIRST AID STATION –APPROVED ITEMS6

FIRST AID & CARDIO-PULMONARY RESUSCITATION**1. PURPOSE & SCOPE**

- 1.1. This procedure outlines the **Company Name** First Aid/CPR (cardiopulmonary resuscitation) policy to ensure that first aid is readily available. It includes guidance on training and supplies.
- 1.2. This procedure applies to all personnel on **COMPANY NAME** properties and all Associates at customer sites.

2. DEFINITIONS

- 2.1. Terms are defined as needed in the text.

3. PROCEDURE

3.1. Medical Attention

- 3.1.1. Before **COMPANY NAME** work begins, provisions for prompt medical attention shall be made available in case of serious injury, including communication (for example posting) of emergency telephone numbers (control room, Fire, Police, Ambulance).
- 3.1.2. Reliance on Mutual Aid (Ambulance, EMS, Fire Department, etc.)
 - 3.1.2.1. **COMPANY NAME** Sites may rely on Mutual Aid for First Aid and CPR under the following conditions:
 - 3.1.2.1.1. Response time for life-threatening injury or illness is three (3) minutes or less; (note – since life-threatening injuries/illnesses cannot be predicted, Sites must use the 3-minute response-time criterion.)
 - 3.1.2.1.2. Mutual Aid services are included in the Site's Emergency Response drills;
 - 3.1.2.2. Mutual Aid services are included in the Site's Emergency Response drills;
- 3.1.3. Voluntary Rendering of 1st Aid/CPR by **COMPANY NAME** Associates:
 - 3.1.3.1. In cases where Sites adopt a policy of reliance on Mutual Aid, personnel may be trained and qualified to perform First Aid/CPR on a voluntary "Good Samaritan" basis.
- 3.1.4. In the absence of an infirmary, clinic, hospital, or physician that is within three minutes travel time of the **COMPANY NAME** or job site, the site shall designate a person who has a valid certificate in first aid and CPR training and is available to render immediate assistance to treat injured Associates,
- 3.1.5. This person shall be trained by a recognized organization, such as the American Red Cross, the American Petroleum Institute, the American Heart Association, or equivalent, and the training is verified with the appropriate documents.
- 3.1.6. The required number of persons who are trained in first aid and CPR for the facility or job site is not defined by regulation. However, **COMPANY NAME** recommends that at least one Associate who is trained in First Aid/CPR is available per shift.
- 3.1.7. Person(s) who are trained to provide first aid and CPR must be familiar with the procedure to summon additional medical assistance to the location.

- 3.1.8. The use of automated electronic defibrillators (AED) is covered by the **COMPANY NAME** Automated Electronic Defibrillators procedure.
- 3.1.9. All newly assigned Associates shall be provided a site orientation, including an explanation of how to report medical emergencies and how to summon aid.
- 3.1.10. Associates who act as First Aid responders shall be trained and equipped to provide care in compliance with the Bloodborne Pathogens procedure.
- 3.2. First Aid Supplies
- 3.2.1. First aid supplies that are approved by the **COMPANY NAME** Medical department or by a **COMPANY NAME** consulting physician shall be accessible when required and maintained in a weatherproof container or first aid station. Each item should be available in an individually sealed package.
- 3.2.2. A list of approved first aid supplies is included in Appendix B. The first aid kits described there are satisfactory for use, as are similar kits available from various suppliers.
- 3.2.3. A designated representative shall check the contents of each first aid kit before it is designated as available for use. The designated representative shall check the first aid supplies on a monthly basis to ensure that the expended or expired items are replaced. A **COMPANY NAME** Associate or an outside vendor can check the inventory and maintain these first aid supplies.
- 3.2.4. 3.2.4. Stretchers or bottled oxygen shall not be maintained for emergency use, unless approved by **COMPANY NAME** Medical Department. Use of this equipment requires additional training.

4. RESPONSIBILITIES

- 4.1. EHS Headquarters:
- 4.1.1. Provides guidance on acceptable first aid supplies to the sites periodically (initially and as changes occur).
- 4.1.2. Provides guidance on qualified training.
- 4.1.3. Assists in the communication between individual sites and the **COMPANY NAME** Medical Department.
- 4.1.4. Reviews this policy annually and provides updated information to individual sites.
- 4.2. Site Manager:
- 4.2.1. Ensures that this first aid and CPR program is implemented, including the identification of medical services that respond to the site. A Customer may provide Medical Assistance with their agreement.
- 4.2.2. Ensures that the appropriate resources are provided to complete the required training at their site.
- 4.2.3. Ensures that an Associate is designated to respond to provide medical assistance for each shift of operations, as needed.
- 4.2.4. Ensures that adequate first aid supplies are provided for the site.
- 4.2.5. Ensures that emergency numbers are posted and available to all site Associates.

- 4.2.6. Ensures that new Associates complete site orientation, including an explanation of emergency response procedures, that is, how to summon medical assistance.
- 4.3. Site EHS Representative or their designee:
 - 4.3.1. Implements the First Aid/CPR program.
 - 4.3.2. Verifies that designated Associates have received First Aid/CPR training.
 - 4.3.3. Maintain the site's first aid kits or identifies a designee to do so.
 - 4.3.4. Maintains all training documentation.
 - 4.3.5. Completes and annually updates the site-specific information in [Appendix A](#).

5. TRAINING

- 5.1. See the **COMPANY NAME** Training Matrix.

6. AUDITING

- 6.1. **COMPANY NAME** EHS Headquarters will coordinate compliance assessments with each Site.

7. APPENDICES

- 7.1. Appendix A – Site-Specific Information
- 7.2. Appendix B – Recommended List of First Aid Supplies

8. REFERENCE DOCUMENTS AND LINKS

- 8.1. EHS XX.XX – Medical Services
- 8.2. EHS XX.XX – Bloodborne Pathogens
- 8.3. EHS XX.XX – Emergency Response

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APPENDIX A - SITE SPECIFIC INFORMATION - FIRST AID/CPR

Name and Location of Site: _____

Site Manager: _____

Site EHS Representative: _____

Designated First Aid/CPR Provider(s):

Location(S) of First Aid Supplies: _____

Method for providing medical services on-customer sites:

Process for maintenance of first aid supplies (inspection, replenishing)

Responsible Person: _____

Frequency of inspection/re-stocking: _____

Location of emergency numbers: _____

Completed by: _____ Date: _____

Approved by: _____ Date: _____
 Site Manager Signature

APPENDIX B - FIRST AID STATION –APPROVED ITEMS

Item	Up to 25 People	Up to 50 People
Adhesive Bandages, ¾"	80	100
Sterile Pads, Small	10	10
Sterile Pads, Medium	10	10
Sterile Pads, Large	10	20
Flexible Gauze Bandages, 1" x 126" (3.5 yards)	2	3
2" x 126" (3.5 yards)	2	2
4" x 126" (3.5 yards)	1	1
First Aid Tape, ½" x 180" (5 yards)	2	2
Cleansing Wipes	20	20
Ammonia Inhalants, 0.33 ml min.	10	10
Triangular Bandages	1	2
Non-Adhering Bandages	2	2
First Aid Spray, 3 oz.	1	1
First Aid Cream, 8 oz.	1	1
Eye Irrigating Solution	1	1
*Splint	1	1
Elastic Bandage, 2"	1	1
*Rescue Blanket -	1	1
Combine Dressing, 5" x 9"	6	
Scissors	1	1
Tweezers	1	1
Latex Surgical Gloves (pair)	1	1
Resuscitation Mask and/or One-Way Valve Mouthpiece	1	1

*A blanket and/or splints can be included, depending on the location and type of work performed.

For sites with more than 50 people, contact **COMPANY NAME** medical for guidance.

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