



First Aid Program (Section 16)

PURPOSE

To define minimum company requirements and responsibilities for providing quality first aid and medical care for occupational injuries and illness.

SCOPE

This procedure applies to all facilities.

1.0 Responsibility

- 1.1 The Safety Director is responsible for assuring that all Foreman's and Supervisors have CPR and First Aid training.
- 1.2 Injured personnel will report immediately to his/her supervisor.
- 1.3 The supervisor is responsible for filling out the first report of injury and fax within one hour to the HR department.
- 1.2 First aid kits will be available in designated locations, shop bathroom, all job site tool boxes, and all service trucks. They are stored in weather proof plastic or steel cases that open readily.
- 1.3 A record of first aid provided should be noted on the First Aid Injury Log that is maintained at the office.
- 1.4 If no medical attention is available within 4 minutes, an individual trained in first aid and CPR will be available.

- 1.5 The contents of a first aid kit will meet or exceed requirements of ANSI Standard Z308.1-1998.
- 1.6 The supervisor will be responsible for inspecting the first aid kit on a periodic basis.
- 1.7 The facility emergency action plan is completed by the safety manager and it identifies phone numbers and emergency information.
- 1.8 Eye and/or body flushing solutions will be available in immediate work areas. This solution can be found in the first aid kits. Job site facilities have eye wash and emergency showers and those are pointed out to personnel at job site safety meeting.
- 1.9 No injured personnel that need medical attention will drive themselves to the location to get medical treatment. Jobsite foreman is responsible for transporting or calling emergency numbers that are posted to provide transportation for the injured person.
- 1.10 Foreman's on a job site have the responsibility to attain emergency phone numbers and post them at the job site.

2.0 Trained Personnel

- 2.1 All Supervisor's and Foreman's are trained in First Aid by the Red Cross and certification for that training.

3.0 First Aid Supply Maintenance

- 3.1 Our facility first aid supplies are monitored by a vendor that automatically keeps supplies refurbished and replaced as needed. The field first aid kits are replaced whenever they are used and are monitored weekly by job site foreman utilizing Appendix 16A First Aid Inventory Checklist.
- 3.2 First aid kits include:
 - Weather proof Box
 - Tweezers
 - Adhesive strips
 - Triangular bandage
 - Antiseptic wipes
 - First aid cream
 - Burn Cream
 - Latex gloves
 - Dressing
 - Scissors
 - Abdominal pad

Eye Wash
Cold pack

DOCUMENT MANAGEMENT:

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our First Aid Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

CHANGE CONTROL:

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on September 22, 2004, replacing the former First Aid Program entirely.

Revision No. 1 (September 22, 2004)

Revision No. 2 (October 27, 2004)

Revision or Review No. 3 (January 3, 2006)

Revision or Review No. 4 (June 26, 2006)

Revision or Review No. 5 (September 6, 2007)

PERSONNEL:

The Owners of Wagner-Meinert, Inc. have the ultimate responsibility for the First Aid Program. They have designated the Safety Director and the Human Resource Director to manage the First Aid Program.