



# **First Aid Procedures**

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## **EMERGENCY PHONE NUMBERS**

EMS-----911

Fire Department----- 911

Police ----- 911

Safety Director ----- (702) 945-2020 ext. 2117

## **FIRST AID KITS ARE LOCATED IN THE FOREMAN'S VEHICLE**

### **Minor First Aid Treatment**

First aid kits are kept in the foreman's trucks. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound. However, no company employee is required to provide first aid services except on a Good Samaritan Basis.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

### **Non-Emergency Medical Treatment**

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

### **Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers if needed.
- Provide details for the completion of the accident investigation report.

### **First Aid Training**

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

## **FIRST AID INSTRUCTIONS**

**In all cases requiring emergency medical treatment, immediately notify your supervisor or have a co-worker call, to request emergency medical assistance. However, no company employee is required to provide first aid services except on a Good Samaritan Basis.**

### **WOUNDS:**

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

### **BROKEN BONES:**

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

### **BURNS:**

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

### **EYE INJURY:**

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

## **NECK AND SPINE INJURY:**

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

## **HEAT EXHAUSTION:**

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

## **CONTENTS OF FIRST AID KIT**

**ANSI – Z308.1 OSHA Compliant**

10 – Adhesive bandages 3/8" x 1-3/4"	1 - Gauze roll – 4"
40 – Adhesive bandages 1" x 3"	4 – Examination gloves
1 - Adhesive Tape – 1" x 5 yds.	1 – Cold Pack
1 - Triangular bandage 40" x 40" x 56"	6 – Burn packets – 0.9g
5 Cotton tip applicators	3 – Antibacterial Ointment
2 – Finger splints	15 – Alcohol prep pads
1 – First Aid Instructions	3 – PVP iodine prep pads
2 – Round gauze eye pads – 2"	3 – Sting relief pads
6 – Gauze Pads 2" x 2"	15 – Antiseptic towelettes
6 – Gauze Pads 4" x 4"	1 - Scissors
1 – Large wound pad 5" x 9"	1 – CPR mouth barrier
1 – Gauze roll – 2"	1 - Tweezer