
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: First Aid Supply Replenishment	Number: S13-PR-200-020	
	Owner: Bryan Butler	Revision: 00	
	Effective Date: 01/01/2014	Page: 1 of 2	

1.0 Purpose

The purpose of this policy is to provide guidelines for the deployment of first aid kits in order to provide medical first aid supplies.

2.0 Scope

This policy will apply to the use, maintenance, and logs kept for the purpose of issuing first aid kits and the replenishment of first aid supplies.

3.0 Responsibility

- Lead Operators (Manufacturing), Supervisors (Repackaging), and Administrative Assistant- responsible for notifying the Safety Department when first aid supplies are needed for replenishment.
- Quality and Safety Coordinator or designee- responsible for ensuring that these supplies are available and to keep an accurate and sufficient inventory of these supplies.

4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorize to work in unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- *First Aid Kit Log (S13-PR-200-F020a)*
- *First Aid Kit Inventory (S13-PR-200-F020b)*
- *First Aid Supply Log (S13-PR-200-F020c)*
- *First Aid Supply Distribution Log (S13-PR-200-F020d)*



6.0 Procedure

Use

First aid kits will be issued to Lead Operators (Manufacturing) and Supervisors (Repackaging) and will be assigned a number. It is the responsibility of the person it is issued to distribute the supplies to employees as needed and to contact the Safety Department when supplies are needed. Whenever supplies are given to an employee it will be the responsibility of the person that was issued the kit to record these instances on the *First Aid Supply Distribution Log (S13-PR-200-F020d)*.

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***Fill out an Accident/Injury report if needed.**

Maintenance

The Safety Department will contact those that have been issued a kit on a monthly basis in order to restock their kits. If a kit requires supplies before then, the person that the kit is issued to should notify a Quality and Safety Coordinator. The Safety Department will be responsible for maintaining fully stocked kits ready to distribute as needed. When a kit is turned in for replenishment, a member of the Safety department will determine if a new full kit will be issued or if only a few supplies are necessary. If a full kit is given, the Safety employee will enter the first aid kit number and whom it is issued to on to the *First Aid Kit Log (S13-PR-200-F020a)*. If only individual supplies are given, the Safety employee will fill out a *First Aid Supply Log (S13-PR-200-F020c)* to record what supplies are distributed in order to keep an accurate and sufficient inventory of items.

On at least a monthly basis, members of the Safety Department will conduct an inventory count on first aid kits and supplies using *First Aid Inventory (S13-PR-200-F020b)*.

7.0 Reference Documents

First Aid Kit Log (S13-PR-200-F020a)
First Aid Inventory (S13-PR-200-F020b)
First Aid Supply Log (S13-PR-200-F020c)
First Aid Supply Distribution Log (S13-PR-200-F020d)

8.0 Change Information

New document

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