	<b>FIRST AID PROGRAM</b>	Document No.:	HSE-005
		Department:	Operations
		Revision Date:	31 MAR 2010
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## **Purpose**

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Trinity Medical Management is dedicated to the protection of its employees from on-the-job injuries and illnesses. However, when injuries or illnesses do occur, we are prepared to see that the needs of the injured or ill are met.

This written First Aid Program is intended to ensure that Trinity meets the requirements of applicable OSHA regulations.

## **Administrative Duties**

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The Operations Manager, our First Aid Program Administrator, is responsible for establishing and implementing the written First Aid Program. This person has full authority to make necessary decisions to ensure the success of this program. Copies of this written program may be obtained from OM in his office. If after reading this program, you find that improvements can be made, please contact the Operations Manager. We encourage all suggestions because we are committed to the success of this written program.

## **Company Policy**

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*At a minimum*, person(s) who has a valid certificate in first aid training, the American Red Cross or equivalent will be available at work sites to render emergency first aid. Provisions will be made prior to commencement of a project for prompt medical attention in case of serious injury.

The Company provides a First Aid Kit on the premises. It is there for employee's use in the treatment of minor scratches, burns, headaches, nausea, etc. All employees shall know the location of the First Aid Kit and shall notify their supervisor if they need to use the First Aid Kit.

If an employee has a work related injury or illnesses that requires professional medical assistance, they shall notify their supervisor and let him/her know before they receive this assistance. If they fail to notify their supervisor, they may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.


The Operations Manager or designee shall inspect First Aid Kits before the kits are sent out to each area and on a weekly basis to insure that they are filled and complete

In cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

## **First Aid Station**

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If a fixed establishment employs more than 200 employees at one central location, First-aid stations shall be located as close as practicable to the highest concentration of personnel. First-aid stations are well-marked and available to personnel during all working hours. One person

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holding a valid first-aid certificate shall be responsible for the proper use and maintenance of the first-aid station. First-aid stations are equipped with a minimum of two first-aid kits, the size of which shall be dependent upon the number of personnel normally employed at the work site. One first-aid kit may be a permanent wall-mounted kit, but in all cases the station shall be equipped with at least one portable first-aid kit. When required by the circumstances, the station shall be equipped with two wool blankets and a stretcher in addition to first-aid kits. A roster, denoting the telephone numbers and addresses of doctors, hospitals and ambulance services available to the work site, shall be posted at each first-aid station.

### **First Aid Kits**

First aid kits consist of appropriate items and are stored in a weather proof container with individual sealed packages of each type of item. First-aid kits and required contents are maintained in a serviceable condition and easily accessible. The contents of the first aid kits are checked before being sent out to each job & at least weekly on each job to ensure that the expended items are replaced.

Unit-type kits have all items in the first-aid kit individually wrapped, sealed, and packaged in comparable sized packages. The commercial or cabinet-type kits do not require all items to be individually wrapped and sealed, but only those which must be kept sterile. Items such as scissors, tweezers, tubes of ointments with caps, or rolls of adhesive tape, need not be individually wrapped, sealed, or disposed of after a single use or application. Individual packaging and sealing shall be required only for those items, which must be kept sterile in a first-aid kit. First-aid kits shall contain at least the following items:

- 10 Package Kit:
  - 1 Pkg. Adhesive bandages, 1" (16 per pkg.)
  - 1 Pkg. Bandage compress, 4" (1 per pkg.)
  - 1 Pkg. Scissors\* and tweezers (1 each per pkg.)
  - 1 Pkg. Triangular bandage, 40" (1 per pkg.)
  - 1 Pkg. Antiseptic soap or pads (3 per pkg.)
  - 5 Pkgs. of consulting physician's choice
- 16 Package Kit:
  - 1 Pkg. Absorbent gauze, 24" x 72" (1 per pkg.)
  - 1 Pkg. Adhesive bandages, 1" (16 per pkg.)
  - 2 Pkgs. Bandage compresses, 4" (1 per pkg.)
  - 1 Pkg. Eye dressing (1 per pkg.)
  - 1 Pkg. Scissors\* and tweezers (1 each per pkg.)
  - 2 Pkgs. Triangular bandages, 40" (1 per pkg.)
  - 1 Pkg. Antiseptic soap or pads (3 per pkg.)
  - 7 Pkgs. of consulting physician's choice
- 24 Package Kit:
  - 2 Pkgs. Absorbent gauze, 24" x 72" (1 per pkg.)
  - 2 Pkgs. Adhesive bandages, 1" (16 per pkg.)
  - 2 Pkgs. Bandage compresses, 4" (1 per pkg.)
  - 1 Pkg. Eye dressing (1 per pkg.)

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- 1 Pkg. Scissors\* and tweezers (1 each per pkg.)
- 6 Pkgs. Triangular bandages (1 per pkg.)
- 1 Pkg. Antiseptic soap or pads (3 per pkg.)
- 9 Pkgs. of consulting physician's choice
- 36 Package Kit:
  - 4 Pkgs. Absorbent gauze, 24" x 72" (1 per pkg.)
  - 2 Pkgs. Adhesive bandages, 1" (16 per pkg.)
  - 5 Pkgs. Bandage compresses, 4" (1 per pkg.)
  - 2 Pkgs. Eye dressing (1 per pkg.)
  - 1 Pkg. Scissors\* and tweezers (1 each per pkg.)
  - 8 Pkgs. Triangular bandages, 40" (1 per pkg.)
  - 1 Pkg. Antiseptic soap or pads (3 per pkg.)
  - 13 Pkgs. of consulting physician's choice

Scissors shall be capable of cutting 2 layers of 15 oz. cotton cloth or its equivalent. The first-aid kits are maintained at the ten, sixteen, twenty-four or thirty-six package level. Where the eyes or body of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching or flushing of the eyes and body are provided, within the work area, for immediate emergency use. A poster shall be fastened and maintained either on or in the cover of each first- aid kit and at or near all phones plainly stating, the phone numbers of available doctors, hospitals, and ambulance services within the district of the work site.

### **Minor First Aid Treatment**

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First aid kits are stored in the main office building and in each company vehicle. If an employee sustains an injury or are involved in an accident requiring minor first aid treatment, they shall:

- Inform their supervisor.
- Administer first aid treatment to the injury or wound.
- 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**

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

- Inform the 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.

Proper equipment for prompt transportation of an injured person to a physician or hospital or a communication system for contacting necessary ambulance service will be provided.

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Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities will be provided within the work area. Portable eye wash stations shall be used in the event an employee accidentally spills or splashes injurious chemicals or liquids on their clothing or body. Employees shall notify their supervisor if they use an eye wash station.

### **Emergency Medical Treatment**

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If an employee sustains a severe injury requiring emergency treatment:

1. Call for help.
2. Fixed line telephones and mobile or cellular phones are available to contact emergency medical service.
3. Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
4. Provide details for the completion of the accident investigation report.

In areas where 911 is not available, the numbers of physicians, hospitals, or ambulances shall be conspicuously posted. Refer to the company's Emergency Action Plan for a complete list of emergency telephone numbers.

### **Program Evaluation**

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By having the Operations Manager and Medical Director thoroughly evaluate and, as necessary, revise our program, we ensure our program's effectiveness and prevent or eliminate any problems. Program evaluation is performed annually.