Model Safety Program

DATE: __________________

Subject: Medical and First Aid Program


Responsibility: The company Safety Officer is ______________________________. He/She is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Officer is the sole person authorized to amend these instructions and is authorized to halt any operation of the city where there is danger of serious personal injury.

Contents (YOUR COMPANY) Medical and First Aid Program

1. Written Program
2. Facility/Departmental First Aid Response Actions.
3. Training
4. Emergency Reporting (Outside Emergency Services - Beyond Basic First Capabilities)
5. Emergency Reporting (Inside Emergency Services - Within Basic First Capabilities)
6. First Aid Log of Activities
7. First Aid Kits
8. Payroll and Time Cards
9. Eyewashes and Deluge Showers
(YOUR COMPANY) Medical and First Aid Program

1. Written Program. The company will review and evaluate this standard practice instruction:

- On an annual basis;
- When changes occur to 29 CFR 1910.151, that prompt revision of this document;
- When facility operational changes occur that require a revision of this document; and,
- When there is an accident or close-call that relates to this topic.

This written program will be communicated to all affected personnel. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

2. Facility/Departmental First Aid Response Actions. The company health care provider, __________________________ will oversee the requirements of this section.

*Decision Point. Delete/modify as necessary, the following paragraphs

2.1 General Instructions.

2.1.1 Provide total care for those injuries clearly within your capability to handle. All questionable cases should be referred to the company health care provider, or local emergency care.

2.1.2 Enter all injuries and subsequent treatment or disposition in the first aid log book/computer file.

2.1.3 Follow-up at the end of the shift or as appropriate.

The following levels of first aid response will be used by this company.

2.2 Basic first aid responders. Volunteers will be trained from each company facility/department to respond to minor emergencies such as small cuts, abrasions, sprains, strains and non life-threatening emergencies. Any emergency requiring outside emergency services will reported as required in Section 4 of this document.

2.3 Advanced first aid responders. Volunteers will be trained as necessary to respond to minor emergencies such as small cuts, abrasions, sprains, strains and life-threatening emergencies. Any emergency requiring outside emergency services will reported as required in Section 4 of this document.

3. Training. The company will develop a standardized training format to meet the requirement for medical and first aid response.

3.1 Training shall be provided to each affected employee:
3.1.1 Before the employee is first assigned duties that require him or her to serve as a first aid responder.

3.1.2 Before there is a change in assigned duties.

3.1.3 Whenever there is a change first aid procedures or operations.

3.1.4 Whenever the company has reason to believe that there are deviations from the first aid response procedures required by this instruction or inadequacies in the employee's knowledge or use of these procedures.

3.2 The training shall establish employee proficiency in the duties required by this instruction and shall introduce new or revised procedures, as necessary, for compliance with this instruction or when future revisions occur.

3.3 The company shall certify that the training required by this section has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

3.4 Levels of first aid training.

3.4.1 Basic First Aid. This basic course is available to all employees. It covers treatment of minor injuries and basic emergency procedures for more serious injuries or health problems.

3.4.2 Advanced First Aid. The advanced course equips participants to handle first aid for many types of injuries and is under the direction of our local health care provider.

3.4.3 CPR. The company encourages at least one employee from every department to take the Cardiopulmonary Resuscitation (CPR) Course.

3.4.4 EMT. Training for Emergency Medical Technicians involves extensive course work off site. This company will sponsor a limited number of employees each year. Contact __________ for specific details.

4. Emergency Reporting (Outside Emergency Services - Beyond Basic First Capabilities).

**IF YOU’RE NOT SURE OF THE SEVERITY, SEEK OUTSIDE ASSISTANCE**

*Note: The local 911 system will be used by all employees for the reporting of any emergency requiring the assistance or presence of outside emergency services. In the event 911 is not available see Sections 4.1 and 4.2.*
4.1 Summoning outside emergency services. Dial 911 for emergency services, if 911 is not available, dial _______ to reach an outside line.

4.2 Emergency Numbers.

4.2.1 Ambulance: _______________
4.2.2 Fire: _______________
4.2.3 Police: _______________
4.2.4 Hospital: _______________
4.2.5 _______: _______________
4.2.6 _______: _______________

4.3 In-house notification. Immediately dial ________ and notify _________ anytime outside emergency services are summoned or medical treatment is provided.

4.4 Directing ambulance services. Post an employee(s) at key points to direct ambulance services to the injured employee’s location. A member of the department should accompany the person being treated. This person should report back to the department head and or ____________ phone number ______________, concerning the status of the employee being transported.

5. Emergency Reporting (Inside Emergency Services - Within Basic First Capabilities). Minor injuries, such as cuts, scratches, bruises, and burns that do not require a doctor’s treatment, may be handled by one of the facility/department first-aid responders. If the situation escalates and additional or outside emergencies are required see Section 4.

6. First Aid Log of Activities. All injuries or complaints treated by first aid responders will be entered into the log book/computer system (detail site specific actions) located ______________. As a minimum, the following information will be entered.

6.1 Date and time of injury
6.2 Date and time of treatment
6.3 Name of injured person and clock number
6.4 Name of person rendering first aid
6.5 Nature of injury
6.6 Type of treatment given
6.7 Work or non-work related
6.8 First treatment or follow-up treatment

7. First Aid Kits. First aid kits will be maintained in each company facility/department. The type of first aid kit to be maintained will be for minor emergencies such as cuts and skin abrasions. Where it is unclear as to what type of kit to procure ______________ will be consulted.

8. Payroll and Time Cards. Supervisors shall approve on the time card a full day’s pay for the day the injury occurs.
9. **Eyewashes and Deluge Showers.** Where the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use. This will include but is not limited to, portable and fixed emergency eyewash stations and deluge showers. Where installed, these facilities will be installed in locations within the work area having ready access and periodically inspected in accordance with local requirements.

9.1 Considerations for installation. The following criteria will be considered when making a determination for installation of eyewashes and deluge showers.

9.1.1 Employee use of personal protective equipment.

9.1.2 Type and chemical concentration of concern.

9.1.3 Special guards and/or precautions intended to provide for employee protection from exposure.

9.1.4 Based upon employee job functions, determine the extent and type of probable employee exposure.

**Note:** In areas where the extent of possible exposure is small, a specially designated pressure controlled and identified water hose equipped with a proper face and body wash nozzle which will provide copious amounts of low velocity potable water, or an appropriate portable eye wash device containing not less than one gallon of potable water which is readily available and mounted for use, is considered to provide minimum employee protection when proper personal protective equipment is used.

9.2 **Personal Protective Equipment.** Personal protective equipment for eyes, face, head, and extremities, protective clothing and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary by reason of chemical hazards encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

9.3 **Facility layout.** The facility layout will be one of the key consideration when installing eyewashes or deluge showers. Ease of access, line-of-sight, single level access, lighting, proximal electrical hazards and other considerations will be addressed when installing such equipment. Eye wash equipment should provide copious low velocity flow of potable water at a suitable temperature, generally between 60 degrees F and 105 degrees F.