

**STANDARD PRACTICE INSTRUCTION**

**DATE:** March 1, 2010

**SUBJECT:** Medical, First Aid and Bloodborne Pathogens Program

**REGULATORY STANDARD:** OSHA - 29 CFR 1910.151, 1910.1030

**BASIS:** Hundreds of employees are injured in American workplaces every day. The Occupational Safety and Health Administration (OSHA) estimates that the severity of most of these accidents can be reduced if prompt medical response is available and provided. The OSHA Medical Services and First Aid Standard establishes uniform requirements to ensure that a medical emergency response capability exists in U.S. workplaces. Also, employees who can reasonably anticipate exposure to Bloodborne Pathogens must be identified and become part of an Exposure Control Plan. Currently, Nowland Associates, Inc. does not have any job classifications which exposure is anticipated. Employees that are First Aid/CPR trained are done so on a voluntary basis. Nowland Associates, Inc. would never force an employee to perform those duties. Employees who receive First Aid/CPR training are trained in the hazards of Bloodborne Pathogens and other body fluids, how to protect themselves and incident reporting. Providing First Aid/CPR is strictly a voluntary basis and is covered under Good Samaritan Laws.

**GENERAL:.** Nowland Associates, Inc. will ensure that medical personnel are readily available for advice, consultation and emergency response. In the absence of an infirmary, clinic, or hospital in near proximity to this workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. First aid supplies shall be readily available. Where the eyes or body of any person 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.

**RESPONSIBILITY:** The company Safety Officer 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 of the Medical and First Aid Program**

- 1. Written Program**
- 2. 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 Kits**

## Nowland Associates, Inc. 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 & 1910.1030, that prompt revision of this document;
- When company 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. First Aid Response Actions.**

#### 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 Follow-up 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 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 An approved/accredited First Aid training program will be utilized.

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 CPR. The company encourages at least one employee from every department to take the Cardiopulmonary Resuscitation (CPR) Course. Note: this course is usually encompassed in the First Aid training.

### 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.*

4.1 Summoning outside emergency services. Dial 911 for emergency services.

4.2 In-house (office) notification. Immediately notify the Safety Officer anytime outside emergency services are summoned or medical treatment is provided.

4.3 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 supervisor and or office, 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 company's first-aid responders. If the situation escalates and additional or outside emergencies are required see **Section 4**.

**6. First Aid Kits.** First aid kits will be maintained in appropriate areas around the plant. The type of first aid kit to be maintained will be for minor emergencies such as cuts and skin abrasions. The Safety Officer will determine what type of kits to utilize, with advice from a physician, medical services company or other certified/competent medical person.