FIRST AID & CARDIO-PULMONARY RESUSCITATION

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FIRST AID & CARDIO-PULMONARY RESUSCITATION

1. PURPOSE & SCOPE

1.1. This procedure outlines the Company Name First Aid/CPR (cardiopulmonary resuscitation) policy to ensure that first aid is readily available. It includes guidance on training and supplies.

1.2. This procedure applies to all personnel on COMPANY NAME properties and all Associates at customer sites.

2. DEFINITIONS

2.1. Terms are defined as needed in the text.

3. PROCEDURE

3.1. Medical Attention

3.1.1. Before COMPANY NAME work begins, provisions for prompt medical attention shall be made available in case of serious injury, including communication (for example posting) of emergency telephone numbers (control room, Fire, Police, Ambulance).

3.1.2. Reliance on Mutual Aid (Ambulance, EMS, Fire Department, etc.)

3.1.2.1. COMPANY NAME Sites may rely on Mutual Aid for First Aid and CPR under the following conditions:

3.1.2.1.1. Response time for life-threatening injury or illness is three (3) minutes or less; (note – since life-threatening injuries/illnesses cannot be predicted, Sites must use the 3-minute response-time criterion.)

3.1.2.1.2. Mutual Aid services are included in the Site’s Emergency Response drills;

3.1.3. Voluntary Rendering of 1st Aid/CPR by COMPANY NAME Associates:

3.1.3.1. In cases where Sites adopt a policy of reliance on Mutual Aid, personnel may be trained and qualified to perform First Aid/CPR on a voluntary “Good Samaritan” basis.

3.1.4. In the absence of an infirmary, clinic, hospital, or physician that is within three minutes travel time of the COMPANY NAME or job site, the site shall designate a person who has a valid certificate in first aid and CPR training and is available to render immediate assistance to treat injured Associates.

3.1.5. This person shall be trained by a recognized organization, such as the American Red Cross, the American Petroleum Institute, the American Heart Association, or equivalent, and the training is verified with the appropriate documents.

3.1.6. The required number of persons who are trained in first aid and CPR for the facility or job site is not defined by regulation. However, COMPANY NAME recommends that at least one Associate who is trained in First Aid/CPR is available per shift.

3.1.7. Person(s) who are trained to provide first aid and CPR must be familiar with the procedure to summon additional medical assistance to the location.
3.1.8. The use of automated electronic defibrillators (AED) is covered by the COMPANY NAME Automated Electronic Defibrillators procedure.

3.1.9. All newly assigned Associates shall be provided a site orientation, including an explanation of how to report medical emergencies and how to summon aid.

3.1.10. Associates who act as First Aid responders shall be trained and equipped to provide care in compliance with the Bloodborne Pathogens procedure.

3.2. First Aid Supplies

3.2.1. First aid supplies that are approved by the COMPANY NAME Medical department or by a COMPANY NAME consulting physician shall be accessible when required and maintained in a weatherproof container or first aid station. Each item should be available in an individually sealed package.

3.2.2. A list of approved first aid supplies is included in Appendix B. The first aid kits described there are satisfactory for use, as are similar kits available from various suppliers.

3.2.3. A designated representative shall check the contents of each first aid kit before it is designated as available for use. The designated representative shall check the first aid supplies on a monthly basis to ensure that the expended or expired items are replaced. A COMPANY NAME Associate or an outside vendor can check the inventory and maintain these first aid supplies.

3.2.4. Stretchers or bottled oxygen shall not be maintained for emergency use, unless approved by COMPANY NAME Medical Department. Use of this equipment requires additional training.

4. RESPONSIBILITIES

4.1. EHS Headquarters:

4.1.1. Provides guidance on acceptable first aid supplies to the sites periodically (initially and as changes occur).

4.1.2. Provides guidance on qualified training.

4.1.3. Assists in the communication between individual sites and the COMPANY NAME Medical Department.

4.1.4. Reviews this policy annually and provides updated information to individual sites.

4.2. Site Manager:

4.2.1. Ensures that this first aid and CPR program is implemented, including the identification of medical services that respond to the site. A Customer may provide Medical Assistance with their agreement.

4.2.2. Ensures that the appropriate resources are provided to complete the required training at their site.

4.2.3. Ensures that an Associate is designated to respond to provide medical assistance for each shift of operations, as needed.

4.2.4. Ensures that adequate first aid supplies are provided for the site.

4.2.5. Ensures that emergency numbers are posted and available to all site Associates.
4.2.6. Ensures that new Associates complete site orientation, including an explanation of emergency response procedures, that is, how to summon medical assistance.

4.3. Site EHS Representative or their designee:
   4.3.1. Implements the First Aid/CPR program.
   4.3.2. Verifies that designated Associates have received First Aid/CPR training.
   4.3.3. Maintain the site’s first aid kits or identifies a designee to do so.
   4.3.4. Maintains all training documentation.
   4.3.5. Completes and annually updates the site-specific information in Appendix A.

5. TRAINING
   5.1. See the COMPANY NAME Training Matrix.

6. AUDITING
   6.1. COMPANY NAME EHS Headquarters will coordinate compliance assessments with each Site.

7. APPENDICES
   7.1. Appendix A – Site-Specific Information
   7.2. Appendix B – Recommended List of First Aid Supplies

8. REFERENCE DOCUMENTS AND LINKS
   8.1. EHS XX.XX – Medical Services
   8.2. EHS XX.XX – Bloodborne Pathogens
   8.3. EHS XX.XX – Emergency Response

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### APPENDIX A - SITE SPECIFIC INFORMATION - FIRST AID/CPR

<table>
<thead>
<tr>
<th>Name and Location of Site:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Manager:</td>
<td></td>
</tr>
<tr>
<td>Site EHS Representative:</td>
<td></td>
</tr>
<tr>
<td>Designated First Aid/CPR Provider(s):</td>
<td></td>
</tr>
<tr>
<td>Location(S) of First Aid Supplies:</td>
<td></td>
</tr>
<tr>
<td>Method for providing medical services on-customer sites:</td>
<td></td>
</tr>
<tr>
<td>Process for maintenance of first aid supplies (inspection, replenishing)</td>
<td></td>
</tr>
<tr>
<td>Responsible Person:</td>
<td></td>
</tr>
<tr>
<td>Frequency of inspection/re-stocking:</td>
<td></td>
</tr>
<tr>
<td>Location of emergency numbers:</td>
<td></td>
</tr>
</tbody>
</table>

Completed by: __________________________  Date: __________________________
Approved by: __________________________  Date: __________________________

Site Manager Signature
### APPENDIX B - FIRST AID STATION –APPROVED ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Up to 25 People</th>
<th>Up to 50 People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adhesive Bandages, ¾”</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Sterile Pads, Small</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Sterile Pads, Medium</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Sterile Pads, Large</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Flexible Gauze Bandages, 1” x 126” (3.5 yards)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2” x 126” (3.5 yards)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>4” x 126” (3.5 yards)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>First Aid Tape, ½” x 180” (5 yards)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Cleansing Wipes</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Ammonia Inhalants, 0.33 ml min.</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Triangular Bandages</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-Adhering Bandages</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>First Aid Spray, 3 oz.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>First Aid Cream, 8 oz.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Eye Irrigating Solution</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>*Splint</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Elastic Bandage, 2”</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>*Rescue Blanket -</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Combine Dressing, 5” x 9”</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Scissors</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Tweezers</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Latex Surgical Gloves (pair)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Resuscitation Mask and/or One-Way Valve Mouthpiece</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

*A blanket and/or splints can be included, depending on the location and type of work performed.

For sites with more than 50 people, contact COMPANY NAME medical for guidance.

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