



First Aid Plan

PURPOSE

To define the first aid requirements for employees who become sick or injured on the job.

SCOPE

This section applies to all AAA TREE SERVICE operating units.

POLICY

After evaluating the hazards in the work place, AAA TREE SERVICE will furnish appropriate provisions:

- For the attention of simple medical or health problems that require no further treatment; and
- For emergency help to the severely injured until professional medical personnel can take over.

GENERAL

This program does not require the more extensive types of facilities that would be necessary to perform the medical surveillance required by such standards as Air Contamination or Hazardous Waste Operations and Emergency Response. It does, however, ensure that first aid services and provisions for medical care are available for every employee.

FIRST AID RESPONSIBILITY



The site supervisor, or his designate, must ensure the availability of medical personnel for advice and consultation on matters of occupational health. Before beginning a project, the site supervisor, or his designate, must make provisions for prompt medical attention in case of serious injury. Where no infirmary, clinic, hospital, or physician is reasonably accessible in terms of time and distance, the site supervisor must ensure that a person with a valid certificate in first aid training must be available at the work site.

The site supervisor must provide proper equipment for prompt transportation of an injured person to a physician or hospital or a communications system for contacting necessary ambulance service. The site supervisor, or his designate, must conspicuously post emergency telephone numbers, including the numbers of physicians, hospitals, and ambulances. The site supervisor is responsible for determining the need for and establishing emergency medical treatment requirements for each emergency response. He or she may delegate that responsibility to the site safety officer. As a minimum, a local hospital or emergency care facility shall be contacted and provisions made for transportation of personnel to that location in the event of an emergency at the work site.

The site supervisor, or his designate, will be responsible for checking the contents of the First Aid Kit before it is sent to the job site, upon its arrival at the job site, and at least weekly on each job to ensure that the expended items are replaced.

FIRST AID TREATMENT

Injuries which fall into the first aid treatment category are generally classified as injuries which:

- Are very minor, requiring only simple treatment within the prescribed protocols of a first aid certified care provider, and not requiring off site medical care.;
- Are not required to be recorded on the OSHA 300 Log;
- Do not result in lost time or restricted activity; and
- Do not involve the employees back, neck or head;

Any time an injured employee begins seeing a physician, or gives any indication that a worker's compensation claim may be filed or may be necessary; the injury is no longer a simple first aid case and must be immediately reported to the insurance claims service.

FIRST AID TRAINING

Where required to have a person knowledgeable in first aid available at the work site, that individual must have a valid certification in first aid training. While OSHA prefers that employees trained in first aid receive their first aid certification training from either the American Red Cross or the National Safety Council, there are other first aid courses developed and administered by professional medical personnel and official government agencies which may also be acceptable.

FIRST AID PROVIDER

It is AAA TREE SERVICE's policy that only employees who have been appropriately trained in first aid and blood borne pathogens and who have the necessary protective equipment available are authorized to assist in the treatment of first aid injuries. No other AAA TREE SERVICE employee is to make any effort



to assist in the first aid treatment of an injury, including efforts to clean the wound, stop the bleeding, bandage the injury, etc., nor is any other employee authorized to assist in the clean-up after an accident in which an employee has been injured, including the removal of blood stains, blood splattered equipment, or first aid materials. This policy must be strictly adhered to by all AAA TREE SERVICE personnel.

FIRST AID KITS

AAA TREE SERVICE shall ensure that all sites have an appropriately sized industrial first-aid kit that complies with the requirements of ANSI Z308.1-1998. The First Aid Kit must be easily accessible, adequate for the environment, be approved by a consulting physician, and be large enough to contain sufficient medical supplies for the number of workers on the job site.

Contents

First Aid Kits must consist of a weatherproof container with individual sealed packages for each item. Each kit should contain a sufficient quantity of at least the following:

- Gauze roller bandages, 1 inch and 2 inch
- Gauze compress bandages, 4 inch
- Triangular bandage, 40 inch
- Ammonia inhalants and ampoules
- Antiseptic applicators or swabs
- Burn dressing
- Eye dressing
- Wire or thin board splints
- Forceps or tourniquet
- Scissors
- Rubber gloves
- Cold packs

CARDIO-PULMONARY RESUSCITATION (CPR)

In addition to providing a first aid responder, AAA TREE SERVICE is also required to provide at least one individual that is certified in Cardio-Pulmonary Resuscitation (CPR) at each site.

DRENCHING and FLUSHING

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 must be provided within the work area for immediate emergency use. An eyewash station and safety shower will also be established if corrosive materials are expected to be encountered.

RECORDKEEPING

All injuries, no matter how small, will be reported to the site safety officer or the site supervisor. A Supervisor's Incident Report will be completely and properly filled out and submitted to the proper departments.



In the exceptional case that a client requires that all injuries, including first aid cases, be listed on the OSHA 300 Log, you must differentiate between OSHA recordable cases and first aid cases by assigning a number only to those entries that are OSHA recordable. Column A on the OSHA 300 Log is designed for this purpose. An excellent method is to use the last two digits of the current calendar year and a number in numerical sequence, for example, 08-1, 08-2, 08-3, etc. Do not number those entries, which are not required to be OSHA recordable.

All work-related injuries, regardless of severity, must be reported and entered on the Log of First Aid Treatment. If the injury is OSHA recordable, it should also be entered on the OSHA 300 Log.

However, first aid records (not including medical histories) of one time treatment and subsequent observation, which do not involve medical treatment, if maintained separately from AAA TREE SERVICE's medical program and its records are not required to be maintained for any specific period.

