

Program Subject: First Aid Safety Program Policy

1. PURPOSE

- 1.1 To ensure employees at the University of Wisconsin-Eau Claire receive appropriate first aid treatment in the event of an injury.
- 1.2 To provide appropriate first aid on University premises and/or during University related activities to ensure the University meets the requirements of the OSHA 1910.151 Medical and First Aid.
- 1.3 To describe the requirements for the identification, assessment, implementation and maintenance of first aid requirements, including training and first aid kits and facilities.

2. SCOPE

- 2.1 To apply to all University-sanctioned activities at any on-campus or off-campus location, including vehicles and field trips.
- 2.2 To provide an effective first aid response to help maintain a safe and healthy working and learning environment for staff, students, visitors, volunteers and contractors.
- 2.3 To provide and maintain first aid kits and rooms that are strategically placed throughout the University's campus to minimize the potential severity of an injury.

3. RESPONSIBILITIES

- 3.1. Department of "Risk Management and Safety" (RM&S)
 - 3.1.1. To be responsible for ensuring the development and implementation of this policy.
 - 3.1.2. To provide necessary resources as available to carry out the program.
 - 3.1.3. To ensure that this Policy and the procedures arising from it comply with federal, provincial and municipal legislation and regulations.
 - 3.1.4. To provide advice on the appropriate levels of provision for first aid cover.
 - 3.1.5. To audit arrangements for the provision of first aid in the University.
 - 3.1.6. To maintain an inventory of all first aid stations on Campus.

3.2. Supervisors and Department Heads

- 3.2.1. To ensure all staff in their units are informed at induction, and reminded periodically, of the first aid arrangements.
- 3.2.2. To ensure first aid needs within their areas of operation are assessed and addressed.
- 3.2.3. To ensure that kits are replenished as soon as possible after use and the expiration date on dressings are checked regularly.
- 3.2.4. To ensure staff with first aid qualifications are permitted to provide first aid requalification training in order to maintain their qualifications.
- 3.2.5. To ensure there is adequate levels of first aid cover for field trips and off-campus events to meet the risks of the activities or locations.
- 3.2.6. To ensure there is suitably and easily accessible first aid equipment and first aid boxes.

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4. PROCEDURE

4.1 First Aid Location

- 4.1.1 Each workplace will be provided first aid kit based on the indicated level of need, inclusive of situations where entrapment or other factors may require portable kits to be taken to the injured person, rather than the reverse.
- 4.1.2 The size and layout of the workplace.
- 4.1.3 Location of the workplace.
- 4.1.4 Number and distribution of employees, including those working after normal hours.
- 4.1.5 Nature and hazards of the work.
- 4.1.6 Known occurrences of accidents or illnesses.
- 4.1.7 Distance from the workplace to the nearest medical service.
- 4.1.8 The location of a first aid kit must be in an open and freely accessible area and clearly marked or identified with a sign.

4.2 First Aid Assessment (See Appendix A. First Aid Assessment Form)

- 4.2.1 First Aid requirements assessments must be reviewed every **three** years by the immediate Department and/or (RMS) and when:
 - 4.2.1.1 The number and location of staff, students and others changes significantly.
 - 4.2.1.2 The use, size and/or layout of the area is changed significantly, or
 - 4.2.1.3 The nature of hazards and severity of risks change.

4.3 First Aid Kits

- 4.3.1 The provision of these kits will be the responsibility of the immediate Department, with monthly checking of the contents and any subsequent replenishment managed through the responsible nominated first aid officer.
- 4.3.2 Upon request for a new first aid kit, the Risk Management & Safety shall review whether there are any additional items required, dependent upon the nature of operations and injuries likely to occur.

4.4 Kit Contents (See Appendix D. Classes of First Aid Kits & Required Supplies)

- 4.4.1 The contents of each kit must be identified.
- 4.4.2 First Aid Kits should have appropriate contents with regard for work performed at that location.
- 4.4.3 The First Aid Kit shall contain a enough quantity of suitable first aid materials and nothing else.
- 4.4.4 Damaged, open or expired materials are disposed of in the appropriate manner.
- 4.4.5 The First Aid Kit shall be kept clean and adequately stocked.
- 4.4.6 All first aid kits provided for general use in areas of the University should meet the recommendation set out in the ANSI Z308.1-2015 Standard for Class A and B First Aid Kits. **See Appendix D. Classes of First Aid Kits & Required Supplies**
 - 4.4.6.1 **Class A** – Kits are designed to deal with most common workplace injuries, such as minor cuts, abrasions and sprains.
 - 4.4.6.2 **Class B** – Kits are designed with a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments.

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- 4.4.7 The first aid kits in compliance with Z308.1-2015 feature supplies organized into one of four types based on work environment:
- 4.4.7.1 **Type I:** Containers are mountable and intended for stationary, indoor settings where the potential for damage of kit supplies due to environmental factors and rough handling is minimal.
 - 4.4.7.2 **Type II:** Intended for portable use in indoor settings where the potential for damage of kit supplies due to environmental factors and rough handling is minimal.
 - 4.4.7.3 **Type III:** Intended for portable use in mobile, indoor and/or outdoor settings where the potential for damage of kit supplies due to environmental factors is not probable.
 - 4.4.7.4 **Type IV:** Intended for portable use in the mobile industries and/or outdoor settings where the potential for damage to kit supplies due to environmental factors and rough handling is significant.
- 4.5 Use of Materials from First Aid Kits**
- 4.5.1 Items used from a First Aid Kit should be recorded, by the user, on the First Aid Record Form provided at each kit location. **See Appendix B.** First Aid Treatment Record
- 4.6 Travel First Aid Kits**
- Staff who are issued with travel kits are responsible for checking and replenishing them and should check the contents and expiry dates on a regular basis. An approved first aid kit must be carried on all field trips. The minimum contents of field trip first aid kits:
- 4.6.1 Must be stocked and in date
 - 4.6.2 May vary depending on the nature of the field trip
 - 4.6.3 Must be determine through the field trip risk assessment process
 - 4.6.4 May include the outdoor and/or remote first aid kit components specified in the code of practice: First Aid in the Workplace. **See section 4.3** First Aid Kits
- 4.7 First Aid Equipment and Resources**
- 4.7.1 The type and quantity of first aid equipment provided to a unit will depend on the nature of work being carried out and the nature of hazards in that area. For example, science/research laboratories and engineering workshops will typically have more hazards than University office spaces and libraries. **See Appendix D.** Classes of First Aid Kits & Required Supplies.
- 4.8 First Aid Training:**
- Training regarding the contents and location of First Aid Kits should be provided when:
- 4.8.1 An employee is first employed
 - 4.8.2 A change in work assignment requires updated First Aid Kit information.
 - 4.8.3 Periodic thereafter as required by the Environmental Health and Safety Training policy.

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Appendix A. First Aid Assessment Form

Persons who undertake a First Aid Assessment must have a level of competence and knowledge of the buildings/premises, staff demographic, likely hazards, and working arrangements within their department. It is the responsibility of each Dean/Head of Department/Director to ensure that staff conducting such an assessment are competent to do so. The assessment of first aid requirements is to reflect the consultative processes that must occur and detail the assessment of each identified hazard.

1. ASSESSMENT FACTORS

Location Name:	Building No:	Date:
Assessed by:	Supervisor:	RMS Staff:

NATURE OF HAZARDS AND SEVERITY OF RISK

Hazards: <i>List known hazards/risks</i>	Description: <i>Describe the hazards</i>

KNOWN INJURIES, ILLNESSES AND INCIDENTS

Incidents resulting in injury <i>List the injuries that have occurred in the area</i>	Description <i>Provide a brief description of how they occurred</i>
Incidents not resulting in injury <i>List incidents that have occurred in the area that could have resulted in injury but did not</i>	Description <i>Provide a brief description of the incident</i>

LOCATION, SIZE AND LAYOUT OF THE WORKPLACE

Item	Detail: <i>Provide details</i>
Maximum distance to first aid kit	
Number of floors	
Access between floors	
Nearest hospital	
Nearest doctor/medical service	
Nearest emergency shower/eyewash	
Other	

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NUMBER AND DISTRIBUTION OF STAFF

Item	Detail: Provide details
Number of staff	
Primary working hours	
Overtime worked	
Staff working in isolation	
Other	

2. OUTCOME OF ASSESSMENT

OUTCOME

Item	Description: Briefly provide a description based on the information obtained from the assessment
People exposed	
Injuries/adverse outcomes that may occur	
Risk Controls	
Level of Risk	
Other	

3. FIRST AID FACILITIES REQUIRED

FACILITIES

Facilities/Resources	Detail Provide details of the required facilities/resources
Number of first aiders	
Competencies of the first aiders	
Number and location of first aid kits	
Contents of first aid kits	
Additional/specialist first aid equipment	
Automated external defibrillator (AED)	
Emergency shower/eyewash	
First aid room	
Provision of first aid information in language other than English	
First Aid Kits available for staff who regularly work away from their base.	
Other	

4. SUGGESTED NUMBER OF FIRST AID KIT - To help match this risk assessment to an appropriate size kit.

LEVEL OF RISK	Number of employees	Number and size of first aid kits
LOW HAZARD: e.g. shops, offices, libraries etc.	Less than 25	Small size kit
	25 - 100	Medium size kit
	More than 100	1 Large kit per 100 employees
HIGH HAZARD: e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Less than 5	Small size kit
	5 - 25	Medium size kit
	More than 25	1 Large kit per 25 employees

Review By: _____ Signature: _____ Date: _____

Signed By: _____ Signature: _____ Date: _____

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Appendix B. First Aid Treatment Record

First Kit Location: _____



Please complete each time the kit is used

Employee Name <i>(Print)</i>	Location <i>(Where injury occurred)</i>	Treatment: <i>Supplies used</i>	Date



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Appendix C. First Aid Reorder Form

First Aid Supplies	ANSI 2015 Minimum Quantity		ANSI 2015 Minimum Size	Complete this form before ordering		
	Class A Kits	Class B Kits	Unites States	Items Order Check	Quantity Needs	Suggestions
Adhesive Bandage	16	50	1 x 3in			
Adhesive Tape	1	2	2.5yd (total)			
Antibiotic Application	10	25	1/57oz			
Antiseptic	10	50	1/57oz			
Breathing Barrier	1	1	-			
Burn Dressing (gel soaked)	1	2	4 x 4in			
Burn Treatment	10	25	1/32oz			
Cold Pack	1	2	4 x 5in			
Eye Covering (with means of attachment)	2	2	2.9sq in			
Eye/Skin Wash (1fl oz total)	1	-	-			
Eye/Skin Wash (4fl oz total)	-	1	-			
First Aid Guide	1	1	-			
Hand Sanitizer	6	10	1/32oz			
Medical Exam Gloves	2pair	4pair	-			
Roller Bandage (2in)	1	2	2in x 4yd			
Roller Bandage (4in)	-	1	4in x 4yd			
Scissors	1	1	-			
Splint	-	1	4 x 24in			
Sterile Pad	2	4	3 x 3in			
Tourniquet	-	1	1in (wide)			
Trauma Pad	2	4	5 x 9in			
Triangular Bandage	1	2	40 x 40 x 56in			

Note: Submit this form to the immediate supervisor

Location: _____

Requisition by: _____

Date: _____

Reviewed by Supervisor: _____

Date: _____

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Appendix D. Classes of First Aid Kits & Required Supplies

First Aid Supplies	ANSI 2015 Minimum Quantity		ANSI 2015 Minimum Size or Volume	
	Class A Kits	Class B Kits	Unites States	Metric
Adhesive Bandage	16	50	1 x 3in	2.5 x 7.5cm
Adhesive Tape	1	2	2.5yd (total)	2.3m
Antibiotic Application	10	25	1/57oz	0.5g
Antiseptic	10	50	1/57oz	0.5g
Breathing Barrier	1	1	-	-
Burn Dressing (gel soaked)	1	2	4 x 4in	10 x 10cm
Burn Treatment	10	25	1/32oz	0.9g
Cold Pack	1	2	4 x 5in	10 x 12.5cm
Eye Covering (with means of attachment)	2	2	2.9sq in	19sq cm
Eye/Skin Wash (1fl oz total)	1	-	-	29.6
Eye/Skin Wash (4fl oz total)	-	1	-	118.3ml
First Aid Guide	1	1	-	-
Hand Sanitizer	6	10	1/32oz	0.9g
Medical Exam Gloves	2pair	4pair	-	-
Roller Bandage (2in)	1	2	2in x 4yd	5cm x 3.66m
Roller Bandage (4in)	-	1	4in x 4yd	10cm x 3.66m
Scissors	1	1	-	-
Splint	-	1	4 x 24in	10.2 x 61cm
Sterile Pad	2	4	3 x 3in	7.5 x 7.5cm
Tourniquet	-	1	1in (wide)	2.5cm (wide)
Trauma Pad	2	4	5 x 9in	12.7 x 22.86cm
Triangular Bandage	1	2	40 x 40 x 56in	101 x 101 x 142cm

Note: Keep this form in the First Aid Kit for reference