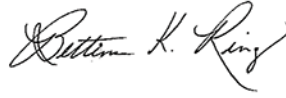


Policy and Procedure 08-13

Workplace Safety – First-Aid Training and Supplies

Issued By: Bettina K. Ring, State Forester



Effective Date: February 14, 2017

Codes/Mandates: OSHA 29 CFR 1910.151 Medical Services and First Aid
OSHA Appendix A CFR 1920.151, First-Aid Kits
OSHA 29 CFR 1926.50(c) Construction
OSHA 29 CFR 1910.266 Logging Operations

References: Good Samaritan Statute/Act (RCW 4.24.300)

Forms: Form 4.18 Pickup Equipment Inspection Checklist
Form 4.20 Transport Equipment Inspection Checklist
Form 4.21 Engine/Hummer Equipment Inspection Checklist

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PURPOSE

Medical literature establishes that for serious injuries, such as those involving stopped breathing, cardiac arrest or uncontrolled bleeding, first-aid treatment must be provided within the first few minutes to avoid permanent medical impairment or death. It is, therefore, critical for employees to be able to respond to an injured co-worker immediately and with the confidence that comes from being trained in first aid. Accordingly, OSHA instituted the general industry standard CFR 1910.151, Medical Services and First Aid. It ensures that employers have measures in place to handle injuries and sudden illnesses in the workplace.

The primary requirement addressed by these standards is that an employer must ensure prompt first-aid treatment for injured employees, either by providing for the availability of a trained first-aid provider at the worksite, or by ensuring that emergency treatment services are within near proximity to the workplace. The basic purpose of this policy is to ensure that VDOF follows the requirements of the OSHA and NWCG standards that apply to the provision of emergency services so that adequate first aid is available in the critical minutes between the occurrence of an injury and the availability of physician or hospital care for the injured person.

POLICY

It is the intent of VDOF administration to ensure that employees be given a safe and healthy workplace that is reasonably free of occupational hazards. However, it is unrealistic to expect accidents not to happen. For this reason, OSHA requires employers to provide medical and first-aid personnel and supplies commensurate with the hazards of the workplace. This policy ensures that VDOF has personnel who are adequately trained to provide such care. VDOF will not rely solely on the near proximity of medical services, at any of its locations, to provide for emergency first aid. VDOF will ensure that it has personnel trained and available to provide quick and effective first-aid care at their facilities and in field operations.

Employees, who obtain first-aid training for the purposes of meeting this requirement and render care while on-the-job, do so as a collateral duty in that providing first-aid or other medical assistance is not a primary job assignment. Employees who may render first-aid to another employee in the workplace are covered by the Good Samaritan Statute.

DEFINITIONS

“Agency” and “VDOF” means the Virginia Department of Forestry.

“Commonwealth” means the Commonwealth of Virginia.

“OSHA” means Occupational Safety and Health Administration

“Good Samaritan Statute (RCW 4.24.00)” means any person who in good faith and not for compensation renders emergency care at the scene of an emergency or who participates in transporting, not for compensation, there from an injured person or persons for emergency medical treatment shall not be liable for civil damages resulting from any act or omission in the rendering of such emergency care or in transporting such persons, other than acts or omissions constituting negligence or willful or wanton misconduct.

“Near proximity” is an interpretation of the standard states that in workplaces where serious accidents, such as those involving falls, suffocation, severe bleeding, electrocution, amputation or other life-threatening or permanently disabling injury or illness are likely, a 3-4 minute response time, from time of injury to time of administering first aid, is required (OSHA Standards Interpretation and Compliance Letters, 12/11/1996). OSHA recognizes that a somewhat longer response time of up to 15 minutes may be reasonable in workplaces, such as offices, where the possibility of such serious work-related injuries is more remote.

PROCEDURES

Responsible Parties

Agency safety officer is responsible for overall administration of the first-aid plan; coordinating with unit training coordinators for scheduling and funding of first-aid courses.

LMS administrator is responsible for maintaining first-aid training records in the State’s Knowledge Center.

Supervisors, program managers, directors and building managers are responsible for assuring the availability of first-aid certified employees for their work unit or work area; ensuring that direct reports remain current on training requirements; coordinating with the unit safety training coordinator to schedule group training courses for work unit employees; assisting direct reports in locating community sponsored courses if needed, and making sure that first-aid supplies appropriate to the work area and work type are maintained and accessible for direct reports.

Unit safety training coordinator is responsible for scheduling first-aid and CPR courses for the employees in the work unit.

Employees are responsible for maintaining needed first-aid certification and ensuring that first-aid kits assigned to them are maintained and readily accessible during work tasks.

First-Aid General Provisions

When VDOF employees are working in remote field locations, on fires or on field trips, workshops, etc. where they are charged with the welfare of other people, they will ensure that measures and provisions are in place for emergencies that involve first aid. This includes having:

- ◆ First-aid- and CPR-trained personnel on site
- ◆ Appropriate first-aid kits available
- ◆ Communications capabilities (cell phone or radio)
 - If an employee has no means, or thinks there is no means, of transmitting a communications (i.e., no cell or radio service) to an outside party while on a site, they should leave notification of their intended location with a second party prior to arrival at the site. It is advisable that the employee also notify the receiving party of their safe return to their vehicle when transmission is restored.
- ◆ A plan for the transportation of persons who become injured or ill
- ◆ Contact information for the nearest medical facility or ambulance transport when working in areas where 911 is not accessible

Workplace injuries will be reported according to *Policy and Procedure 8-11, Workplace Safety – Accident Reporting, Investigation and Prevention*.

First-Aid Training

The following personnel will maintain current first-aid and CPR certification:

- ◆ All personnel with duties that require them to regularly work in locations that are more than 15 minutes away from emergency medical care. This includes but is not limited to:
 - Area foresters
 - Assistant regional foresters
 - Forest technicians
 - Water quality personnel
 - Communications technicians
 - FIA foresters
 - State forest personnel
 - Mechanics
- ◆ Employees who regularly supervise work crews (e.g., inmate crews, emergency crews or housekeeping crews), student groups, landowner groups, field trips, etc.
- ◆ Employees who operate chainsaws.

VDOF offices and facilities will maintain current first-aid- and CPR-certified personnel as follows:

- ◆ **Regional Offices, State Forest Offices, Forestry Centers, Headquarters Mechanic Shop and Building and Grounds Crew** will comply with the first-aid training requirement by having at least one first-aid certified employee. This person(s) should be someone that is typically present on site during the workday. Two or more people should be trained in order to assure that someone is present in these areas on a regular basis.
- ◆ The **Headquarters Office** will comply with the first-aid training requirement by having at least one first-aid-certified employee in each wing that VDOF personnel occupy.

First-aid and CPR training will be provided through a recognized provider, such as the American Red Cross, American Heart Association or the National Safety Council.

First-aid and CPR training will be renewed every two years or in accordance with the certifying organization's requirements.

See *Policy and Procedure 8-15, Workplace Safety - Bloodborne Pathogen Exposure Control* for additional training requirement regarding bloodborne pathogens.

First-Aid Supplies

- ◆ First-aid supplies will be readily available at VDOF facilities and adequately distributed at all temporary work locations (e.g., wildfires).
- ◆ First-aid kits will be adequately sized for the work site and contain reasonably anticipated supplies for the types of injuries likely to occur.
- ◆ Fieldwork vehicles should carry kits with supplies compatible with that needed for small chain saw operations (e.g. Forestry Supplier’s Loggers First-Aid Kit). These kits contain first-aid supplies adequate for small logging work sites consisting of approximately two or three employees and are OSHA compliant for chain saw operations.
- ◆ All first-aid kits will include supplies for preventing the transmission of bloodborne pathogens, including disposable gloves, a CPR device, eye protection, mask and eye flush (if a flushing station is not available).
- ◆ The contents of first-aid kits shall be placed in weatherproof containers with individual sealed packages for each type of item.
- ◆ The contents of first-aid kits shall be checked at least annually to ensure that the expended items are replaced – more often if the kits are used regularly. Limited supply items should be replaced immediately after taken from the kit.
 - First-aid kits will be checked upon completion of standard equipment inspections:
 - Form 4.18 Pickup Equipment Inspection Checklist
 - Form 4.20 Transport Equipment Inspection Checklist
 - Form 4.21 Engine/Hummer Equipment Inspection Checklist
- ◆ 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.
- ◆ No medications will be provided by the Agency to employees, including over-the-counter medications. As popular as OTC medications are, they are not without health risks and side effects that can be serious or even fatal. Some OTC medications can cause drowsiness that can contribute to safety problems in the workplace. In addition, many popular OTCs can interact with prescription drugs. Providing such medications to employees has the potential to expose the Agency to liability. Therefore, over the counter medications, such as Advil, Tylenol, Benadryl and aspirin, as well as prescription medications, such as epinephrine, may not be purchased with state funds. This includes their purchase for both stocking in first-aid kits and for general distribution in the workplace.
 - If an employee anticipates the need for either an over-the-counter medication or a prescription medication (such as epinephrine), while at work, they should maintain a personal supply, which will be kept on their person or in a personal bag belonging to them, not in VDOF first-aid kits.
 - In emergency situations, where the employee is not able to self-medicate, medications should be administered only under the direction of a medical professional.

Documentation of First-Aid Training

- ◆ Each employee who completes a first-aid course should receive a first-aid card from the provider. This serves as documentation of training.
- ◆ Training records for first-aid and CPR courses held in-house will be reflected on student transcripts in the State’s Knowledge Center.

AUTHORITY

This policy and procedure is issued by the Virginia state forester.

INTERPRETATION

The director of human resources and agency safety officer are responsible for the interpretation of this policy and procedure.