

FIRST AID PLAN

AUTHORITY AND SCOPE

REGULATION: 29 CFR 1910.151

SCOPE: All employees, including all employees who are trained in first aid, are covered by this Plan.

POLICY STATEMENT

It is the policy of [name] to provide prompt emergency medical services and first-aid support to all personnel at the workplace who are injured or become ill.

PLAN ADMINISTRATION

Plan Administrator: [name]
Phone: [phone number]

Medical consultant: [name]
Phone: [phone number]

Employee trainer: [name, job title, or department]
Phone: [phone number]

[name] is responsible for implementation of the first-aid plan, and will maintain, review, and update it whenever necessary to include new or modified tasks and procedures.

The medical consultant will advise [name] concerning matters of health in the workplace.

[Name] will administer the training program for first-aid and CPR.

PLAN, REVIEW AND UPDATE

The First Aid Plan will be reviewed periodically to determine if it continues to address the needs of the workplace. Training, supplies, equipment and first-aid policies will be modified to account for changes in workplace safety and health hazards, worksite locations and worker schedules since the last program review.

DEFINITIONS

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)—a small, portable device attached to a person's chest with wires that checks the person's heart rhythm, and gives the heart an electric shock (called a defibrillating shock) if that rhythm is "off," that restores the correct, natural rhythm.

BLOODBORNE PATHOGEN—microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS).

CARDIOPULMONARY RESUSCITATION (CPR)—a method of mouth-to-mouth breathing and external cardiac compression to keep oxygenated blood circulating after the heart has stopped.

FIRST AID—one-time treatment using a non-prescription medication at nonprescription strength; ointments; salves; bandages (including elastic and butterfly); finger guards; hot and cold therapies; eye patches; antiseptics; wraps; dressings; temporary immobilization devices (splints, slings, neck collars, back boards) for transporting accident victims; removing foreign bodies from the eye using only irrigation or a cotton swab; cleaning, flushing, or soaking skin surface wounds; drilling of a fingernail or toenail to relieve pressure; and a tetanus immunization (but not other immunizations or vaccines). First aid is also emergency care, such as CPR, provided for an injury or sudden illness before emergency medical treatment is available.

MEDICAL TREATMENT— the response by professional medical personnel to serious injuries and illnesses such as puncture wounds, fractures, infections, second- and third-degree burns, and other injuries that require more than one-time first-aid treatment or observation.

OTHER POTENTIALLY INFECTIOUS MATERIAL (OPIM)—body fluids visibly contaminated with blood, including saliva in dental procedures, semen, vaginal secretions, amniotic fluid, and other such material where it is difficult to differentiate between body fluids.

PERSONAL PROTECTIVE EQUIPMENT (PPE)—protective covering for the head, eyes, hands, feet, and body, such as gloves, face shield, face mask, eye protection, or an apron or gown.

FIRST-AID PLAN IMPLEMENTATION

[name] ensures the ready availability of medical personnel for advice and consultation on matters of occupational health. See the **PLAN ADMINISTRATION** section for available medical personnel.

JOB HAZARD EVALUATION

[name] will evaluate and periodically re-evaluate information about job hazards, injuries, illnesses, and fatalities at the facility in order to keep this first-aid program up to date. The evaluation will include a review of the following information:

[Modify the following list as applicable to your facility.]

- Job Hazard Analysis reports
- The annual Form 300 Illness and Injury Log and 301 Incidence Report

- Workers' Compensation insurance carrier reports
- Near-miss reports
- The latest Bureau of Labor Statistics (BLS) data for injuries and illnesses in the industry
- Estimates of the response times for emergency medical services for determining the proximity of such services to **[name]** work areas
- Reports and notes on observations of work activities

[name] will also consult with fire and rescue services and medical care professionals concerning the effectiveness of the first-aid program.

EMERGENCY MEDICAL SERVICES AND FIRST AID

[Choose either Option 1 or Option 2; delete the option not chosen:

- **OPTION 1**—emergency medical treatment services are provided on-site.
- **OPTION 2**—the facility or work site is located in close proximity (within 4 minutes for life-threatening or permanently disabling injury emergencies and 15 minutes for non-life threatening emergencies) to a medical treatment facility or service
- **OPTION 3**—the facility or work site is not in close proximity to a medical treatment facility or service.]

[OPTION 1]

[Name] will provide prompt medical attention in case of injury or illness to employees. The proper equipment for prompt transportation of the injured person to a physician or hospital is available. For emergencies, contact **[name, phone number]**.

[OPTION 2]

[Name of medical treatment facility or service] is located in close proximity to this work site and will respond to all emergencies or injuries sustained by employees. A communication system for contacting the emergency medical service is provided. Where the 911 emergency communication system is not available, **[name]** will post the telephone numbers of physicians, hospitals, or ambulances at conspicuous locations. See **ATTACHMENT [NUMBER 1] - THE EMERGENCY SERVICES PERSONNEL CONTACT LIST**.

Any employee who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence is authorized to provide first aid before emergency medical services arrive.

[OPTION 3]

This work site is not located in close proximity to emergency medical treatment services. Any employee who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the