



## ADMINISTRATIVE PRACTICES MANUAL

### SAFETY MANUAL – FIRST AID:

#### 1.0 Scope and Application

This policy has been developed to specify the conditions under which first aid is rendered to employees, who may perform first aid measures, and the procedures to follow when first aid is administered. This policy applies to all employees and complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Safety and Professional Services and 29 CFR Part 1910.151 (First Aid) as promulgated by the U.S. Occupational Safety and Health Administration.

#### 2.0 Responsibilities

**Risk Manager:** Support and management of this policy.

**Department Heads:** Ensure first aid is available as required by law. Efforts to have available first aid responders should be determined by specific departmental needs, but strongly encouraged and supported by upper management.

**Supervisors:** Ensure policy is adhered to by all employees. Replenish supplies.

**Employees:** Follow procedures contained in this policy. Report all injuries.

**Responders:** Follow procedures and training requirements contained in this policy and all provisions of the County's Bloodborne Pathogens Policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

(Note: Departmental first responder needs may vary by location, hazard risk assessment, or other factors. Where task or departmental needs requires first responders, these individuals should be identified as such)

#### 3.0 Departmental Polices and Requirements

This policy represents minimum requirements related to first aid activities. Departmental procedures are required to be developed that contain more detailed instructions such as who to contact for medical emergencies and the methods used to contact first aid personnel.

#### 4.0 Definitions

None.

#### 5.0 Training

All employees will receive training in this policy at their time of assignment and whenever this policy is revised. Designated first aid responders must be trained and certified by an agency or person authorized to provide first aid training prior to their assignment. Cardiopulmonary Resuscitation (CPR), Cardio-Cerebral Resuscitation (CCR), and Automated External Defibrillator (AED) is a recommended element of first aid training.

All confined space Entrants, Attendants, and Supervisors, as authorized by the County's Confined Spaces Policy, are required to receive first aid and CPR training.



## ADMINISTRATIVE PRACTICES MANUAL

The County's preferred training providers are the American Red Cross and American Heart Association, but departments may use alternative sources such as in-house staff, provided such sources are qualified to perform the training provided. First aid training recertification shall be at intervals specified by the original training provider.

### **6.0 Documentation Requirements**

A listing of all designated first aid responders within each department shall be maintained and copies of past and current training certifications shall be kept on file and be made available.

### **7.0 Designation of First Aid Responders**

Department Heads shall designate a sufficient number of first aid responders within their department as determined by departmental needs. Employees may be asked to volunteer for such assignment if they have, or agree to receive the necessary training. In the event a sufficient number of volunteers cannot be obtained, supervisory staff shall be assigned first aid response duties. Appropriate training and certification must take place before employee or supervisor can be specified as a first responder.

### **8.0 Relationship To Blood borne Pathogens**

Designated first aid responders may come into contact with blood or other potentially infectious materials. As such, first aid responders must be enrolled in their Department's Bloodborne Pathogen's Exposure Control Plan which provides for annual training in the methods employees can use to protect themselves from bloodborne pathogens. The program also provides that first aid responders be given the opportunity to receive a vaccine for the Hepatitis B virus. See the Blood borne Pathogens Policy for more details.

### **9.0 First Aid Kits**

Each department that is required to provide first aid responders shall provide adequate and appropriate first aid kits and/or supplies. These supply kits shall be inspected on a monthly basis and be replenished as needed.

### **10.0 Rendering of First Aid**

First aid shall only be provided by trained and designated first aid responders. (Other forms of rendering aid that may be performed by non trained personnel may include calling for emergency assistance, giving directions, assist in crowd control etc...)

### **11.0 Serious Injury**

In the event of serious injury, request medical help immediately by calling 911. Do not move the injured person unless absolutely necessary. Wait for medical help to arrive.



## ADMINISTRATIVE PRACTICES MANUAL

### 12.0 Reporting of Accidents, Injuries or Illnesses

A Dane County "Accident / Injury Report" is required for all job-related injuries, including those 'minor' injuries that do not require immediate medical attention and do not result in lost time. This report must be completed and submitted to the Risk Management Department within twenty-four (24) of the injury or illness. Contact Care Line for injury notification to report injuries. Incident forms for non-employee injuries can be found on DCI-Net.

Notwithstanding the 24-hour form submittal requirement, the Risk Management Department shall be contacted immediately in the following cases:

- Serious injury.
- Injuries requiring hospitalization.
- Death.
- Loss of consciousness.

**End Policy**