

# STANDARD:

# First aid

## Purpose

This standard establishes the minimum of first-aid supplies, equipment, and actions to properly respond to injuries throughout Greater Fox Cities Habitat.

### Scope

This standard pertains to all workers in all Greater Fox Cities Habitat work locations, including but not limited to:

- New build sites.
- Home repair sites.
- Habitat ReStores.
- Warehouses.
- Offices.

This standard is derived from the Occupational Safety and Health Administration's regulations on first aid pursuant to the Occupational Safety and Health Act of 1970

### OSHA 1910.151 Subpart K – Medical and first aid.

- OSHA 1926.50 Subpart D – Medical services and first aid.
- OSH Act of 1970.

## Definitions

- **First aid:** One-time, short-term medical attention that is usually administered immediately after an injury occurs.
- **CPR:** Cardiopulmonary resuscitation is an emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple chances of survival after cardiac arrest.
- **Near proximity:** OSHA has long interpreted the term "near proximity" to mean that emergency care must be available within no more than three to four minutes of the workplace. OSHA does exercise discretion in enforcing the first-aid requirements in particular cases. For example, OSHA recognizes that in workplaces where serious work-related injuries are less likely, such as offices, a longer response time of up to 15 minutes may be reasonable.

## Responsibilities

### HAZARD ASSESSMENT

The First Responder will assess the types of tasks or workers responsible for administering first aid.

## Procedures and work practices

### Medical response

- All minor first aid is to be self-rendered. Because of the risks presented by certain bloodborne pathogens, no one should be allowed to tend the minor injuries of another.
- In the absence of an infirmary, clinic or hospital near the workplace that can be used for the treatment of all injured workers, a person or people must be adequately trained to render first aid. Adequate first-aid supplies must be readily available.

- Workers must observe all precautions when they might be exposed to any type of bodily fluid when providing first aid. This may include using goggles, mouth guards, gloves, face shields, etc.
- If 911 is not available, refer to the list of posted phone numbers for prearranged medical response providers. All authorized affiliate first-aid providers shall have a cell phone to communicate. Otherwise, or telephones shall be used for communication.

### **Work location procedures**

The work location manager or supervisor will:

- Ensure that a minimum of one Greater Fox Cities Habitat staff member with a valid certificate is present to always render first aid when work is being performed if medical assistance is not available within four minutes.
- Ensure before a project begins that medical services are available for prompt response.
- Ensure that adequate first aid supplies and equipment are easily accessible when required.
- Ensure that in areas where 911 is not available, the telephone numbers of the physicians, hospitals or ambulances to be used are posted conspicuously.

### **Transportation**

Based on the first responder's assessment of the injuries involved, decide whether the injured person must be taken directly to a hospital's emergency room or occupational medicine provider, or if first aid can be administered on location. Examples of serious injuries that result in the injured person being transported to a medical provider are those resulting in severe blood loss, possible permanent disfigurement, head trauma, spinal injuries, internal injuries and loss of consciousness. Keep in mind that the needs and well-being of the injured person are the priority. The use of the nurse triage line can assist in this decision (1-855-469-6877).

Proper equipment for prompt transportation of the injured person to a physician or hospital Choices to consider include private automobile; company vehicle; or contact 911 for EMS vehicle. or any other method of providing safe transportation to the hospital or doctor's office to provide medical attention to the injured person in the quickest manner without additional complications or injuries to the injured employee.

### **Supplies and equipment**

First-aid supplies shall be easily located and accessible when required. Follow the manufacturer's instructions when using the materials in the first-aid kit.

First-aid kits designed for work locations should contain appropriate items for the environment in which they are used. On a construction site, these materials must be stored in a weatherproof container with individual contents sealed from the manufacturer for each type of item.

The affiliate is responsible for ensuring the availability of adequate first-aid supplies, for periodically reassessing the availability of supplies, and for adjusting the kit's inventories. First-aid kits are to be inspected:

- Annually verify that they are fully stocked and that no expiration dates have been exceeded.

Replace any items that have exceeded their expiration dates or that have been depleted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, a safety shower and/or eye wash or other suitable facility shall be provided within the work area. Ensure that expiration dates are checked and that water used in storage devices is sanitized.

An assessment of the material or materials used shall be performed to determine the type of flushing/drenching equipment required. At client job sites, portable or temporary stations must be established before corrosive materials are used.

### **FIRST-AID KIT**

[NSI Z308.1-1998 – Minimum requirements for workplace first aid kits](#)

**Basic kit — minimum contents**

Item	Minimum quantity
Absorbent compress, 32 square inches (81.3 square centimeters) with no side smaller than 4 inches (10 centimeters)	1
Adhesive bandages, 1 x 3 inches (2.5 x 7.5 centimeters)	16
Adhesive tape, 5 yards (457.2 centimeters) total	1
Antiseptic, 0.5-gram (0.14 fluid ounce) applications	10
Burn treatment, 0.5-gram (0.14 fluid ounce) applications	6
Medical exam gloves	2 pair
Sterile pads, 3 x 3 inches (7.5 x 7.5 centimeters)	4
Stop the Bleed kit	1
Triangular bandage, 40 x 40 x 56 inches (101 x 101 x 142 centimeters)	1
Blood clean up kit	1

**Training**

First Responders will be trained by Gold Cross in CPR and first aid. Each work area with trained workers will be equipped with fully stocked first-aid kits and protective gloves, and other suggested or state-required medical equipment. All training must be documented in accordance with the injury and illness prevention plan.

**First Responders****Affiliate**

Elizabeth Reyes 920-967-8915  
 Deb Mathy 920-968-7358  
 Jaclyn Charais 920-967-8866 cell 920-585-7537

**Restore**

Jan Barkby 920-968-7299

**Construction**

Howie Fuerst 920-574-4183  
 Don Thiele 920-277-3240  
 Chris Reinhardt 920-961-2767

**Nurse Triage**

**855-469-6877** (For employees only. First Responders would contact nurse when appropriate)

**Record retention**

Greater Fox Cities Habitat will keep electronic and/or paper records of worker training for at least three years. Records documenting injuries or illnesses that are required to be recorded by OSHA [29 CFR 1904.7 Recordkeeping Forms and Recording Criteria](#) will be retained and updated for a minimum of five years.

## Standard approval

Chief Program Officer

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Signature Date