**First Aid Policy**

**PURPOSE - 1910.151**

This is a written First Aid Program for Masters Electrical Services Corporation that follows the medical services and first aid Standard 29 CFR 1910.151. The program explains how we ensure understanding of the first aid process for Masters Electrical Services Corporation.

**SCOPE - 1910.151(b)**

This First Aid Program supplies information about basic first aid or emergency assistance for any injured person, and access to first aid supplies and treatment. Masters Electrical Services Corporation supplies readily available first aid supplies, and personnel trained to give basic first aid.

For employees working at alternative or offsite locations, President and Vice President completes hazard assessments, reviews the likelihood of injuries, and the distance of 911 medical response to ensure trained first aid team members are available where appropriate. Employees follow this First Aid Policy and our Incident Reporting Policy for steps to report injuries or illnesses or receive first aid/medical care.

This policy applies to all employees and gives guidance on administering basic first aid to employees, contractors, vendors, or visitors and covers the following:

**A. Program Administration**

**B.  Program Specific Elements**

1. **Injuries/Illnesses where Employee can self-treat**
2. **Injuries/Illnesses where First Aid Team Members give aid**
3. **Serious / Life Threatening Injuries/Illnesses/Automated External Defibrillator (AED)**
4. **Eye Wash/Shower Locations**
5. **Other**

**C. Information and Training**

**D.  Program Evaluation and Updates**

**Attachments**

**A. PROGRAM ADMINSTRATION & RESPONSIBILITIES**

The President / Vice President coordinates this First Aid Program for Masters Electrical Services Corporation. They ensure employees understand the program and how to request first aid; have access to first aid supplies; and confirm that employees and first aid team members receive training. President / Vice President ensure employees follow the program and the training they receive. Employees immediately report all injuries, regardless of severity, to their President / Vice President.

The President / Vice President assigns program duties to proper personnel. The following personnel have specific responsibilities for administering aspects of this program: (List responsible parties and program specific responsibilities here).

**B.** **PROGRAM SPECIFIC ELEMENTS**

1. **Injuries/Illnesses where Employee can self-treat**

Employees in need of minor, self-treatable first aid may get first aid supplies as needed. You will find clearly labeled first aid kits displayed in the following locations:

List Locations/Provide Map(s)

**Employer Option:** Employees using first aid supplies complete a first aid supply form listing any item(s) taken and the reason. The Masters Electrical Services Corporation reviews these forms for follow up.

The President / Vice President stocks first aid kits based on hazard assessments of jobs and tasks in our workplace; and refers to ANSI Z308.1 to ensure we have proper supplies on hand. The President / Vice President inspects and restocks kits routinely, removes any expired items, and keeps inspection records.

1. **Injuries/Illnesses where First Aid Team Members give aid**

First Aid Team Members give initial ‘on the spot’ care for minor cases that require little or no need for follow-up care. Basic first aid techniques are used by trained members of the First Aid Team who are (generally) not qualified medical professionals. Injured/ill employees may seek follow-up care from qualified medical professionals if necessary.

Any employee needing first aid Insert your facility procedures for requesting first aid care here. For non-life-threatening injuries, Masters Electrical Services Corporation uses INSERT NAME of Occupational Health Care provider and procedure for getting to and from clinic.

If you are injured or become ill, complete an incident form. If you are unable to complete the form, your President / Vice President will complete the form for you. See Incident Reporting Policy for more information and forms.

1. **Serious / Life Threatening Injuries/Illnesses/Automated External Defibrillator (AED)**

Insert procedures here for alerting management, the First Aid Team, and local emergency personnel including 911. Serious illness/injury may require initial care from a trained member of the First Aid Team until ambulance or other professional medical care provider arrives. Trained employees may use the AED located list location(s)

If you see any person in need of medical aid, follow the procedures as outlined above and reviewed in your training to alert First Aid Team members.

1. **Eye Wash/Shower Locations 1910.151(c)**

We supply eye wash stations and emergency showers in areas where employees use corrosive materials. Eye wash locations are List Locations/Provide Map(s).

**C.** **INFORMATION & TRAINING \*Attachment A**

The President / Vice President provide employees with information and training.

All employees receive information and training on the elements of this First Aid Program at the time of their hiring and initial assignment to their work area.

Employee information and training includes:

How to request/receive first aid treatment or supplies for all types of injuries or illnesses

Location of first aid kits and supplies

Location of eye wash/shower stations

First Aid Team Member training

Good Samaritan provision

President / Vice President manages training for First Aid Team members. Training is a minimum of every two years and completed by XXXXX < Insert training provider here. First Aid Team members give immediate care and assessment and contact 911 or other emergency personnel when needed and are available throughout the facility on each shift.

We also provide training in housekeeping, clean-up, and proper disposal for first aid incidents. Please see Masters Electrical Services Corporation Bloodborne Pathogen Exposure Control Plan (ECP). Any employee with reasonable expectation of exposure to blood or other potential infectious materials (OPIM) receives training in universal precautions to minimize risk of exposure.

We provide employee training and information through formal classroom training, handouts, and periodic safety meetings. The President / Vice President documents all training and keeps sign-in sheets.

**D. PROGRAM EVALUATION & UPDATES**

We conduct annual reviews of the Masters Electrical Services Corporation written First Aid Program for compliance with federal regulations and our internal requirements to assure quality and effectiveness.

This review includes:

1. Employee awareness of this First Aid Program.
2. Employee knowledge of how to report and request the need for first aid.
3. First Aid Team member training.
4. First Aid kit inspections.

The President / Vice President keeps the findings of the review and the plans to improve the program.

**ATTACHMENTS**

Included here is a training sign in form document and resources available for additional information.

Attachment A – Training Documentation

Additional Resources