

CH2M HILL Hanford Group, Inc.	Manual	ESHQ
FIRST AID	Document	TFC-ESHQ-S-STD-04, REV A-7
	Page	1 of 5
	Issue Date	October 10, 2007
	Effective Date	October 10, 2007

## Ownership matrix

### 1.0 PURPOSE AND SCOPE

(5.1.1.1, 5.1.1.2, 5.1.1.3, 5.1.1.4, 5.1.1.5, 5.1.1.6, 5.1.1.7, [5.1.1.8](#))

This standard defines the required work place first aid program for use by CH2M HILL Hanford Group, Inc. (CH2M HILL). This standard addresses medical first aid, medical emergency services, first aid providers, first aid training, first aid kits, and Automated External Defibrillators (AEDs). This standard addresses the actions and responsibilities of CH2M HILL and interfaces with the activities and procedures of the Hanford Fire Department.

This standard applies to all CH2M HILL and subcontractor employees, unless the subcontractor has been granted approval for the use of their first aid program.

### 2.0 IMPLEMENTATION

This standard is effective on the date shown in the header.

### 3.0 STANDARD

1. CH2M HILL provides a medical first aid response capability because a hospital, clinic, or infirmary is not in "near proximity" to our work places, as required by OSHA 29 CFR 1910.151. ([5.1.1.5.1.23](#))
2. In order to ensure prompt medical attention when needed, personnel in the following positions within the CH2M HILL organization are trained in first aid and designated as first aid providers: ([5.1.1.5.1.23](#))

Analytical Technical Services/Tank Farms:

- Sufficient Health Physics Technicians to be available to cover tank farm field work
- Electricians ([5.1.1.5.1.78](#))
- Volunteers, as needed.

Management may designate other employees as first aid providers, as necessary. The criteria specified in item 1 should be used to designate additional first aid providers.

3. The need for first aid providers and first aid kits shall be considered in pre-job planning, especially for work at remote locations and for all electrical work.
4. All employees when finding an injured worker shall perform the following:
  - Call 911 or 373-3800 to summon Emergency Response/Hanford Fire Department
  - Call-out for help (if other workers are in the vicinity)
  - Stay with the victim/coworker until Emergency Services arrive. Dispatch additional help to meet and guide the Hanford Fire Department to the victim.

ESHQ	Document	TFC-ESHQ-S-STD-04, REV A-7
	Page	2 of 5
FIRST AID	Effective Date	October 10, 2007

NOTE: Training is not required to use the Automated External Defibrillator in a life saving emergency. The AED shall only be placed/used on an individual who is unresponsive and not breathing.

5. Those personnel designated as first aid providers will meet the following requirements.
  - Their Employee Job Task Analysis (EJTA) will indicate they are first aid providers by listing “First Aid Provider” in the Essential Job Functions section of the software. This serves as the method of designation. Anyone designated as a first aid provider will also be identified in the “Other Exposure Information” tab 7 of the EJTA for bloodborne pathogens.
  - They will attend initial and refresher training in first aid, cardiopulmonary resuscitation (CPR), bloodborne pathogens, and the use of the AED. This training will be provided by company designated first aid instructors. Training not provided by the company may only be credited if a training exemption has been accepted by the Training department. First aid initial training/and every other year refresher is provided by course 351528. Bloodborne Pathogen/AED refresher is provided annually with CBT course 351526.
  - They will participate in drills and exercises, as assigned.
  - They will evaluate their work location and ensure they know the location of the closest first aid kit and AED. Locations of AEDs are available on the CH2M HILL Web Page.
  - They will brief co-workers and visitors that they are designated first aid providers, as needed. This may be accomplished during a safety meeting or pre-job briefing.
  - They will provide first aid to the level of their training, when needed.
6. Those personnel who are designated as a first aid provider will be identified to the employees to provide a reasonable assurance that they will be accessible, when needed.
  - For field work, first aid providers will be recognized during the pre-job briefing.
  - Office workers may (at their discretion) display a visible sign, provided by the company, on or near their office door.
  - First aid providers may wear a first aid pin on their badge at their discretion.
  - New visitors, subcontractors, and employees moved to a new location will be briefed by their manager on the location of first aid kits, AEDs, and the location of first aid providers at their new office/work location as soon as practical, but within ten working days. No record is required for this briefing.
7. The fixed building first aid kit must be wall mounted, able to be moved to the location of an injured or acutely ill employee (not bolted in place), and clearly marked.
8. First aid kits will comply with the minimum first aid kit requirements of Attachment A.

ESHQ	Document	TFC-ESHQ-S-STD-04, REV A-7
FIRST AID	Page	3 of 5
	Effective Date	October 10, 2007

9. First aid kits in facilities will be inspected monthly and documented in a tickler, preventive maintenance, or other equivalent program. AEDs will be inspected as the manufacturer recommends. Organizations that conduct inspections shall develop procedures, instructions, or data sheets to implement this requirement. Organizations that conduct inspections shall coordinate these programs with the safety department to ensure consistency.
10. First Aid kits in construction areas will be checked before being sent out on a job and weekly checks thereafter to ensure expended items are replaced. First Aid supplies shall be easily accessible in accordance with 29 CFR 1926.50. Construction Management will develop instructions and data sheets to implement this requirement.
11. The organizations that conduct inspections are responsible for record retention and retirement of the inspection checklists/ticklers for first aid kits in accordance with [TFC-BSM-IRM\\_DC-C-02](#).

#### 4.0 DEFINITIONS

First aid provider. Those personnel designated and approved by management holding current first aid qualifications and certifications by a Washington State certified first aid training agency or CH2M HILL Training that will provide immediate first aid care to an injured or suddenly ill person.

#### 5.0 SOURCES

##### 5.1 Requirements

1. [10 CFR 851, "Worker Safety and Health Program."](#)
2. 29 CFR 1910.38, "Employee Emergency Plans and Fire Prevention Plans." (S/RID)
3. 29 CFR 1910.151(b), "Medical and First Aid." (S/RID)
4. 29 CFR 1926.23, "First Aid and Medical Attention." (S/RID)
5. 29 CFR 1926.35, "Employee Emergency Action Plans." (S/RID)
6. 29 CFR 1926.50, "Medical Services and First Aid." (S/RID)
7. DOE Order 440.1A, "Worker Protection Management for DOE Federal and Contractor Employees, Attachment 2 - Contractor Requirements Document, paragraph 2." (S/RID)
8. NFPA 70 E, "Standard for Electrical Safety Requirements fort Employee Workplace," Part II, Section 1-5.3. (S/RID)

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<b>ESHQ</b>	<b>Document</b>	<b>TFC-ESHQ-S-STD-04, REV A-7</b>
	<b>Page</b>	<b>4 of 5</b>
<b>FIRST AID</b>	<b>Effective Date</b>	<b>October 10, 2007</b>

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## 5.2 References

1. ANSI Z308.1-1998, "Minimum Requirements for Workplace First Aid Kits."
2. DOE/RL-94-02, "Hanford Emergency Management Plan."
3. OSHA, CPL 2-2.53, "Guidelines for First Aid Programs."
4. TFC-BSM-FPM\_PR-CD-04, "Building Management."
5. TFC-BSM-IRM\_DC-C-02, "Records Management."
6. TFC-ESHQ-S-STD-24, "Bloodborne Pathogen Exposure Control Standard."
7. TFC-OPS-EP-D-03, "Inspection and Distribution of Emergency Kits."
8. WAC 296-800-150, "Washington Administrative Code, First Aid."

**ATTACHMENT A – MINIMUM REQUIREMENTS FOR WORK PLACE FIRST AID KITS**

Taken from ANSI Z308.1-2003, “Minimum Requirements for Workplace First Aid Kits”

1. First aid kits mounted in buildings shall be ANSI Type II (ANSI Type II are intended for use indoors).
2. First aid kits for portable use shall be ANSI Type III (ANSI Type III are intended for use in outdoor settings).
3. Each first aid kit, whether ANSI Type II or III, shall contain, as a minimum, the following first aid supplies. The contents may be increased in quantity; different contents must be approved by the Safety department.

<b>Item with Minimum Size or Volume</b>	<b>Minimum Quantity</b>
Absorbent compress, 32 square inch, with no side smaller than 4 inches	1
Adhesive bandages, 1 x 3 inch	16
Adhesive tape, 3/8 inch x 5 yards	1
Antiseptic towelettes	1 box (6 towelettes to a box)
Medical exam gloves	2 pair
Sterile pad, 3 inches x 3 inches	4
Triangular bandage, 40 x 40 inches	1
Eye dressing	4
CPR barrier	1

The Protect Aide CPR kit found by each first aid kit has a 5 year life for the gloves and microbial wipes. The whole kit should be replaced after 5 years or whenever the kit is found opened in any way.