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.4 First Aid & Protective Equipment Policy & Guidelines

- **.4.2 Purpose - First Aid**

The Occupational Safety and Health Administration (OSHA) requires that: "There shall be adequate first-aid materials, approved by the consulting physician, readily available for workmen on every job. Such materials shall be kept in a sanitary usable condition. A frequent inspection shall be made of all first-aid materials, which shall be replenished as necessary." (Department of Industrial Relations, California Code of Regulations, Title 8, Section 3400, Medical Services and First Aid, October 8, 1976, , December 2006)

In accordance, first aid kits shall be readily available to all Glenn County staff at all times while they are at work. Employees shall receive training on the location of the nearest first aid kit.

Hazard-specific supplies shall be made available, as appropriate, when work involves particular hazards.

- **.4.4 Purpose - Protective Equipment**

The Occupational Safety and Health Administration (OSHA) requires that: "Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of process or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact." (United States Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations, Standard Number 1910.132 (a), , December 2006)

OSHA Standard Interpretation 04/16/98 allows that sunscreen may also be used as an effective form of protection. United States Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations, Standard Interpretation 04/16/98, , December 2006

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.4.6 Guidelines

A. General Overview

OSHA requires first aid materials/kits be approved by a ?consulting physician.? This process will ensure that the contents of the kits have been reviewed for appropriateness and completeness by a physician. In Glenn County, this ?consulting physician? approval will be conducted by the Glenn County Health Officer. Please submit your requests for approval to the Glenn County Safety Officer.

The following factors should be taken into consideration in the selection of a kit and its location.

1. The kits should contain supplies appropriate and consistent with the types of injuries anticipated in the work area (e.g. burns, cuts, fractures, allergic reactions, etc.)
2. The size of the kit is appropriate for the number of people it will serve.
3. The kit should contain single-use or dose-type packs with suitable wrapping to ensure sterility and hygiene.
4. When selecting a location for the kit, consider the storage methods which will allow for easy access, (e.g. wall mounted, portable, environmental conditions, etc.).
5. The kit shall be approved for appropriateness by a ?consulting physician?.

B. Personal Protective Equipment for First Aid Provider

Personal protective equipment (PPE) shall be available in each work area for persons providing First Aid or CPR assistance. The PPE shall be in close proximity to the kit location. PPE supplies may include, but are not limited to, latex or vinyl disposable gloves, safety glasses, CPR protective shields, and face shields. Selection will depend on the training level of the department First Aid responders.

C. Training

Departments shall provide their employees with training on the location of first aid kits and personal protection equipment. It is also recommended that at least one employee from each department/division receive CPR/First Aid Training.

.4.8 Maintenance of First Aid Kits

Glenn County requires frequent inspections of first aid kits to ensure that they are adequately stocked with the necessary supplies and that they are in their assigned locations.

Each department is responsible for the maintenance of their first aid kits and shall designate an employee within their department who will be responsible for the inspection and maintenance of the kits.

The following items should be addressed in their inspection process:

1. Is the kit in its assigned location?
2. Are the kit contents complete and have used or damaged items been replaced?
3. What is the condition of the contents? (Dry, properly packaged, clean, etc.)
4. Are there any signs of vandalism or tampering with the kit or its contents?
5. Are there any unnecessary items in the kit? If so, these should be removed.
6. Check expiration dates of the contents. Replace any expired or out-of-date items.
7. Does the kit include an instruction book or First Aid Manual?

8. Is there a notice advising staff that injuries requiring First Aid applications should be reported and followed up with professional medical attention?

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