

**WEST VIRGINIA UNIVERSITY**  
**FIRST AID PROGRAM**

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# 1. PURPOSE

The information in this program outlines first aid training and contents, placement, and usage of first aid kits throughout West Virginia University. Sudden injuries or illnesses, some of which may be life-threatening, occur at every workplace including West Virginia University. The Occupational Health and Safety Administration (OSHA) First Aid Standard (29 CFR 1910.151) requires trained first-aid providers at workplaces if there is no “infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees.” Near proximity is further defined in letters of interpretation to mean 3-4 minutes in workplaces where serious accidents (falls, suffocation, electrocution, or amputation) are possible. However, OSHA also states that in workplaces such as offices, where the possibility of such serious work-related injuries is less likely, a longer response time of up to 15 minutes may be reasonable.

# 2. SCOPE

First aid program information pertains to West Virginia University campuses, departments, and personnel. Training information pertains to employees in units which require first aid/CPR training.

# 3. DEFINITIONS

- AED-Automatic External Defibrillator. See <http://www.ehs.wvu.edu/health/first-aid-cpr-aed> .
- Bandage-A strip of material used to cover a wound or hold a compress in place.
- Breathing Barrier-A personal safety device that prevents any contact between the CPR administrator and the victim. Also known as a CPR barrier.
- Compress-A sterile absorbent pad.
- First Aid-Immediate treatment administered to an injured person when professional medical care is not readily available.
- First Aid Kit-A container including a quantity of first aid products.
- Good Samaritan Law-If an employee is providing first aid or CPR as a Good Samaritan and not as a trained first aider, designated to perform first aid by the employer, that employee is not covered by the standard. Therefore, if an employee has an exposure incident while acting as a Good Samaritan, the employer is not required by the standard to provide the HBV vaccination series, post-exposure evaluation, follow-up procedures according to the current U.S. Public Health Service guidelines, or any other protections of the standard, although OSHA encourages employers to do so.
- Life-Threatening Emergency-Any medical emergency which involves loss of consciousness, profuse bleeding, possible broken bones, head or neck injuries, serious burns, cardiovascular distress, or any other serious injury or illness.

- Towelette-A single-use, sealed, impregnated material used to clean and/or apply a solution.
- Unit First Aid-A system of packaging first aid materials in uniformed sized packages containing one or more applications of first aid products.
- Wipe-A small towelette.

## 4. ROLES AND RESPONSIBILITIES

### 1. WVU Management

- Identify personnel to attend First Aid training.
- Provide appropriate first aid kits for working environment.
- Ensure that first aid kit items are inspected on a quarterly basis.
- Ensure that first aid kit contents are replaced as needed (See Appendix 1).
- Verify employees are informed of first aid kit locations.
- Ensure that first aid kits are accessible and in designated locations.

### 2. Environmental Health and Safety

- Develop, maintain and review and update as needed the First Aid program at WVU.
- Provide guidance to WVU employees concerning First Aid Program.
- Provide First Aid training outlines and curriculum.
- Provide First Aid training.
- Provide Bloodborne Pathogens training.
- Record and Maintain First Aid training records.

### 3. Safety and Health Extension

- Provide First Aid training from nationally recognized organizations such as: American Red Cross, the American Heart Association or the National Safety Council.
- Provide Bloodborne Pathogens Training.
- Ensure that First Aid training records are sent to WVU EHS Training Department.

## 5. Training

The Occupational Health and Safety Administration (OSHA) First Aid Standard (29 CFR 1910.151) requires trained first-aid providers at workplaces if there is no “infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees.” Near proximity is further defined in letters of interpretation to mean 3-4 minutes in workplaces where serious accidents (falls, suffocation, electrocution, or amputation) are possible. However, OSHA also states that in workplaces such as offices, where the possibility of such serious work-related injuries is less likely, a longer response time of up to 15 minutes may be reasonable. In addition to 29 CFR 1910.151, several OSHA standards also require training in cardiopulmonary resuscitation (CPR) because sudden cardiac arrest from asphyxiation, electrocution, or exertion may occur. AEDs are recommended for areas where CPR may need to be rendered (see

<http://www.ehs.wvu.edu/health/first-aid-cpr-aed> ) The OSHA standards requiring CPR training are:

- 1910.146 Permit-required Confined Spaces – only if performing rescue services
- 1910.266 Logging Operations
- 1910.269 Electric Power Generation, Transmission, and Distribution
- 1910.410 Qualifications of Dive Team
- 1926.950 Construction Subpart V, Power Transmission and Distribution

There are a number of elements to include when planning a first-aid training program in a workplace. These recommendations are based on the best practices and evidence available at the time the program was written. Program elements to be considered are:

- Teaching Methods
- Preparing to Respond to a Health Emergency
- Assessing the Scene and the Victim(s)
- Responding to Life-Threatening Emergencies
- Responding to Non-Life-Threatening Emergencies

EHS conducts period First Aid/CPR AED training for WVU employees. Contact 304-293-3792 or visit <http://www.ehs.wvu.edu/training/first-aid-cpr-aed-monthly-schedule> .

## 6. PROCEDURE

- Each campus and/or department is responsible to determine their local emergency unit or response agency and identify the appropriate contact information.
- Each campus and/ or department of West Virginia University is to evaluate their campus/department to determine if First Aid responders are needed.
- Identify personnel in campus/department to designate who will receive First Aid training and are willing to provide First Aid in a workplace setting.
- Campus/Departments that require First Aid/CPR responders must ensure training is provided by a nationally recognized educational organization such as the American Red Cross, the American Heart Association or the National Safety Council. (See section 5- Training)
- WVU management shall provide appropriate First Aid kits for working environments.
- WVU management shall assure the contents of each first aid kit should be inventoried for environmental needs and response at least quarterly (every 3 months) and restocked in a timely fashion (See Appendix 1).
- The locations of first aid kits shall be clearly marked so that those who need to locate them may do so quickly and easily.
- All employees should be informed regarding the availability and location of any first aid

kits and supplies.

- First aid kits are intended to allow persons to treat themselves and/or others for minor medical incidents, not to replace professional EMS services.
- It is not necessary to be First Aid/CPR certified to use first aid kits.
- Notify emergency response as needed, and if possible have someone meet emergency responder (EMS, EMT, medical) at building entrances to direct them to the incident location. First aid responders should identify themselves and briefly describe the situation and the aid given to EMS.
- Personnel trained in First Aid are to evaluate the emergency situation and render response according to First Aid training elements.
- Either complete or contact supervision to complete a WVU Incident report for the incident. WVU responders shall follow the Bloodborne Pathogens training and program ( <http://www.ehs.wvu.edu/health> ) and assure WVU personnel are contacted for cleanup of spills or human fluids.
- Any medical emergency which involves loss of consciousness, profuse bleeding, possible broken bones, head or neck injuries, serious burns, cardiovascular distress, or any other serious injury or illness should immediately be referred to the EMS system by dialing 9-911 (or the appropriate local emergency number) from any West Virginia University telephone.
- Complete WVU injury Form

## 7. RECORDKEEPING REQUIREMENTS

- Training records are maintained by WVU. Trainers must send all training information including sign-in sheets, training materials and outlines to EHS within 24 hours of the training. Records are kept for life of employment plus 30 years.
- Injury or accident, use the accident/illness form found on the EHS website at <http://ehs.wvu.edu/health/injury---illness>

## 8. REFERENCES

- 29 CFR 1910.151 - Medical Services and First Aid
- 29 CFR 1910.146 – Permit-required Confined Space
- 29 CFR 1910.266 – Logging Operations
- 29 CFR 1910.269 – Electric Power Generation, Transmission, and Distribution
- 29 CFR 1910.410 – Qualifications of Dive Team
- 29 CFR 1926.950 – Construction Subpart V, Power Transmission and Distribution
- OSHA 3317-06N – Best Practice Guide: Fundamentals of a Workplace First-Aid Program <https://www.osha.gov/Publications/OSHA3317first-aid.pdf>
- ANSI Z308.1 – 2003 – Minimum Requirements for Workplace First Aid Kits

- WVU EHS Bloodborne Pathogens Program
- WVU EHS AED Program

## **9. PROGRAM REVIEW**

- The WVU First Aid program will be reviewed as necessary by Environmental Health and Safety, Safety and Health Extension and WVU Management.
- The program will be updated and changed as needed in response to concerns of management and employees or changes to code/regulations of First-Aid, related standards, and requirements.

## **10. PROGRAM REVISIONS**

- Any revisions to the WVU First Aid program will include an explanation for the change needed and how it will affect the current adopted program.
- Changes to the current WVU First Aid program will include marked changes from the last revision.

# Appendix 1

## Contents of First Aid Kits

### Contents of First Aid Kits

First aid kits may be created based on individual organizational needs. The supplies should be adequate, should reflect the kinds of injuries that occur, and must be stored in an area where they are readily available for emergency access. Supplies may be purchased through normal West Virginia University purchasing procedures. Many vendors provide pre-packaged first aid kits which may be tailored to meet individual needs. An automated external defibrillator (AED) should be considered when selecting first-aid supplies and equipment and as related to working environments.

### General

Appropriate supplies and equipment which may be purchased and maintained in University-funded first aid kits may include, but are not limited to:

- Absorbent Compress (32 sq. in.)
- Adhesive Bandages (Band-Aids)
- Bandage Scissors
- Blanket
- Cotton
- Gauze Pads (4" x 4", 3" x 3")
- Ice Packs (chemical) (or use Ziploc bags if ice is available)
- Medical Gloves
- 1" Medical Tape
- Moist Towelettes
- Roller Gauze (1"-3" available)
- Triangular Bandages (Ace Wrap)
- Gauze Bandages (self-adhering)
- Aspirin
- Antihistamines
- Antibiotic topical treatment