 <b>DEE CRAMER</b> HEATING COOLING SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc. Safety Management System		Doc No:	FIRSTAID
			Initial Issue Date	1/1/2017
			Revision Date:	Initial Version
<b>FIRST AID</b>			Revision No.	0
			Next Review Date:	1/1/2018
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 3

## Purpose

The purpose of this program is to establish the minimum first aid supplies, equipment and actions to properly respond to injuries.

## Scope

This program is applicable to all Dee Cramer, Inc. employees while engaged in work at Dee Cramer, Inc. facilities and/or facilities operated by others.

## Responsibilities

- It is the responsibility of the site manager to ensure that first aid kits are provided and maintained.
- All employees are responsible for using first aid materials in a safe and responsible manner.
- The HSE Manager is responsible for corresponding with the Red Cross or an equivalent to keep employee training levels current.


## Planning

The site manager will:

- Ensure that a minimum of one employee, with a valid certificate, shall be present to render first aid at all times work is being performed if medical assistance is not available within 3-4 minutes.
- Ensure that provisions shall have been made prior to commencement of a project for prompt medical attention, including transportation, in case of serious injury.
- Ensure 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 shall be conspicuously posted.

## Medical Response Availability

- First aid and medical facilities will be made available and in the absence of facilities that someone trained to render first aid will be provided on the job site.
- All minor first aid is to be self-rendered. Because of the risks presented by certain bloodborne pathogens, no one is allowed to tend the minor injuries of another.
- In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid shall be available at the worksite to render first aid. A valid certificate in first-aid training must be obtained that can be verified by documentary evidence.
- Employees authorized to render first aid will always observe universal precautions. (Universal Precautions means that the aid giver treats all bodily fluids as if they were contaminated).
- If 911 is not available refer to the list of posted phone numbers for prearranged medical response providers. All Dee Cramer, Inc. authorized first responders shall have a cell phone as a means of communications; otherwise hand held radios or telephones shall be used as a means of communication.

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### Availability of First Aid Supplies

First aid supplies shall be easily accessible when required. Always follow the manufacturer's instructions when using the materials in the first aid kit. All Dee Cramer, Inc. first aid kits contain appropriate items determined to be adequate for the environment in which they are used and if on a construction site are stored in a weather proof container with individual contents sealed from the manufacturer for each type of item.

Dee Cramer, Inc. is responsible to ensure the availability of adequate first aid supplies and to periodically reassess the availability for supplies and to adjust its inventories. First Aid kits are to be inspected:


- On the first working day of each week to verify that they are fully stocked and that no expiration dates have been exceeded, and
- Before being sent out to each job, and
- 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 (suitable facilities) or other suitable facilities shall be provided within the work area. Ensure expiration dates are checked and water used in storage devices is sanitized.

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

### Preparing for Emergency Transportation to the Nearest Health Care Facility in the Event of an Injury or Illness

- Before workers are sent to a work site, Dee Cramer, Inc. must ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility.
- Dee Cramer, Inc. must ensure that an ambulance service is readily available to the work site when travel conditions are normal. If an ambulance service is not readily available to the work site, or if travel conditions are not normal, Dee Cramer, Inc. must ensure that other transportation is available that is suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site, protects occupants from the weather, has systems that allow the occupants to communicate with the health care facility to which the injured or ill worker is being taken, and can accommodate a stretcher and an accompanying person if required to.
- Based on the first responder's assessment of the injuries involved, decide whether the injured requires to be taken directly to a hospital's emergency room, occupational medicine provider or administer first aid on location.
- This should include one driver of the vehicle to transport the injured person as well as an individual to provide first aid assistance if required based on the injury.

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## Training

Volunteers or selected employees are trained by locally approved organization for CPR and first aid. Each of these trained and certified employees are equipped with protective gloves and other required paraphernalia per local or federal requirements.