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1. Purpose

University of Alaska Anchorage (UAA) employees, student workers, faculty, staff, and outside contractors should have access to quick and effective first aid. This program for First Aid is intended to provide guidance to departments in determining when first aid training is required for their employees, provide basic first aid procedures, and to ensure that adequate first aid supplies and equipment are readily available.

2. Objective

UAA, in its continuing effort to provide employees with safe, healthful working conditions, and to comply with the Occupational Safety and Health Act is implementing the following program for first aid to protect people working at the University, by helping employees, student workers, faculty, staff, and outside contractors better understand first aid.

3. Scope

This policy applies to UAA employees, student employees, faculty, staff, and outside contractors working at UAA who may require or utilize first aid practices.

4. Definitions

Bloodborne Pathogens – pathogenic microorganisms that are present in human blood and can cause disease in humans; these pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)

Good Samaritan Rule – basic legal protection for those who assist a person who is injured or in danger. These rules are intended to protect the “Good Samaritan” from liability if unintended consequences result from their assistance

5. Authority and Responsibilities

In addition to the roles and responsibilities outlined in the UAA Training Program, the following apply to the First Aid Program.

EHS/RM

- Works with departments to develop the first aid program
- Create, track, and/or conduct inspections on first aid kits equipment where applicable with this standard
- Approve first aid training providers

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Supervisor

- Access the department to determine if first aid kits and training are necessary
- Ensure employees who are required to provide first aid response are properly trained
- Ensure first aid kits are maintained with adequate supplies
- Ensure incident reports are submitted using the online incident report

Department Safety Coordinator

- Assist in the determination of need and location of first aid kits
- Conduct periodic inspections of first aid kits to ensure they are properly stocked

Employees/Student Workers

- Report all injuries to their supervisor
- Alerts department supervisor when first aid kits are needed or are not fully stocked

Outside Contractors

- Perform all work in compliance with their company's first aid safety program, which will be reviewed and approved by the EHS/RM department
- If the company does not have a program, they must comply with this program

6. Hazards Associated with First Aid

The following hazards associated with first aid can lead to personal injury or death:

- No first aid available resulting in slower response time and risk of greater injury
- Improper application of first aid
- Not seeking treatment for injuries requiring treatment beyond first aid

7. Engineering Controls

Engineering controls are design plans or changes to the working environment to prevent or reduce employee exposure to potential fall hazards. The following example of engineering controls should be considered with first aid.

- Locate first aid boxes in areas where they are assessable to employees
- Provide first aid kits that are stocked with appropriate supplies to adequately treat expected injuries in that area

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8. Administrative Controls

Administrative controls are safe work practices and procedures designed to reduce the risks associated with working with first aid. Examples of administrative controls include the following:

- Train employees who may administer first aid
- Routine inspections of first aid kits
- Immediately restock first aid kits when contents are removed

9. Procedures

First Aid Treatment

In the event of an injury, the first and primary consideration is to seek appropriate first aid and/or other medical attention based on the extent of the injury or illness. Make every effort to restore the person to sound physical condition as rapidly as possible. Department heads shall ensure that emergency medical care and first aid supplies are provided and are appropriate for the expected hazards of the work environment. Emergency medical aid telephone numbers should be posted in a conspicuous place.

Treat the injury in accordance with the following procedures:

- When a person is injured or ill, someone must take charge, send for emergency medical aid if needed, and apply first aid. At isolated locations, at least one person should have an advance first aid certificate. The person taking charge must make a rapid but effective examination to determine the nature of the injuries.
- While there are several conditions that are considered life threatening, respiratory arrest and severe bleeding require attention first. In all action taken during the initial survey, the individual giving aid should be especially careful not to move the victim any more than necessary to support life.
- Once respiratory arrest and severe bleeding have been alleviated, focus on the other obvious injuries: immobilize fractures, cover burns, and dress less-serious bleeding wounds.

After receiving first aid care, an injured person often requires transportation to a hospital, a physician's office, or home. Never move a seriously injured person until a thorough examination has been made by qualified medical personnel and all injuries protected or immobilized by the proper dressing.

Departments are responsible schedule first aid training with assistance from EHS/RM. Key individuals should take the opportunity of this training to obtain or maintain their first aid certification. It is important to note that unless first aid training is required under OSHA

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regulations or university job descriptions; employees must only perform first aid on a voluntary basis (“Good Samaritan Rule”). Other employees who are required by their job descriptions or by OSHA regulations, will need to adhere to the UAA Bloodborne Pathogens Program.

First Aid Kits

Unit type first aid kits are recommended. They have a complete assortment of first aid materials in standard packages.

The General Safety Code, and Alaska Department of Labor Occupational Safety and Health Standards require that at least the following minimum first aid supplies be readily available to employees per ANSI Z308.1:

- 10 Gauze pads (at least 4 x 4 inches)
- 2 large gauze pads (at least 8 x 10 inches)
- 1 box of 25 adhesive bandages
- 2 packages gauze roller bandage at least 2 inches wide
- 2 triangular bandages
- Scissors
- Wound cleaning agent such as soap/water solution or sealed moistened towelettes
- Non-latex gloves and bleach (for disinfectant) should be kept on hand for cleanup of body fluids
- A blanket at least 50 x 50 inches, preferable a sealed space blanket
- Adhesive Tape (2.5 yards)
- Antibiotic Application (10 x 1/57 oz.)
- 1 Burn Dressing (Gel Soaked) (4 x4 inches)
- 10 Burn Treatment s 1/32 oz
- 1 Cold pack
- 1 Eye Covering with means of attachment
- 1 fl. Oz. total eye/skin wash
- First Aid Guide
- 2 Trauma Pads

Since each work environment is unique, it is expected that the required products will be supplemented with additional products and quantities based upon the hazards found in the department. Individual items shall be replenished as they become depleted.

In all places of employment where less than 100 persons are employed at any time, a compliant first aid kit is to be provided in the ratio of one for each 25 or fewer persons.

Ideally, the first aid kit should contain all of the items necessary to treat any type of injury that could be sustained in the work area in which it is kept. However, injuries which cannot be

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cared for with the recommended first aid kit contents may need specialized items to provide for immediate employee care. If special needs exist, please consult with EHS/RM assistance with the determination of an appropriate first aid kit.

Medications

No medications are permitted in UAA first aid kits (including aspirin). In addition, there are controls on the use of university funds for purchasing medications. Employees who need medications are required to provide their own medications and store them in a secure location. Remember, the kits are just for first aid and not for long-term treatment. Individuals needing more than just first aid should seek the advice of qualified healthcare providers.

10. Inspections

To ensure first aid kits at UAA are maintained in a safe condition and workers to not use defective equipment the following inspections are required:

Prior to every use personnel will visually inspect the first aid contents to ensure they are in proper working condition prior to application

At least once per semester, the department supervisor or their designee will complete a thorough inspection of each first aid kit in their department. All kits missing inventory will be replaced or the missing materials must be replenished.

11. Training

UAA shall provide first aid certification training to all employees required to have it to meet job requirements.

Departments can choose to provide first aid certification training which employees can attend on a voluntary basis. Each department must consult EHS/RM prior to scheduling training for approval of the training provider.

The employer shall ensure that each employee has been trained by a competent person in the following areas, as applicable:

- General Program elements
- Principles of responding to a health emergency
- Methods of surveying the scene and the victims
- Basic adult cardiopulmonary resuscitation (CPR)
- Basic first aid intervention
- Universal precautions
- First aid supplies

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Retraining is required every two years to maintain the first aid certification. Retraining may also be needed so that the employee maintains the understanding and knowledge acquired through compliance with this section.

12. Program Evaluation

The First Aid Program shall be evaluated on an annual basis utilizing the protocols set forth by EHS/RM. The evaluation team will consist of a department safety coordinator and a designee from EHS/RM. EHS/RM will define the scope of the evaluation. The final report will be developed by the EHS/RM utilizing the information received during the evaluation. The deficiencies determined in the report will be documented and corrective action plans will be developed.

13. References

Regulations that apply to first aid are included below.

- UAA Bloodborne Pathogens Program
- 29 CFR 1910.151 Appendix A
- 29 CFR 1910.1030
- ANSI/ISEA Z308.1-2015

14. Revision History

Revision Number	Date Revised	Description of Change	Revised By	Approved By
0	12/14/18	Initial issue		
1	06/04/2021	Format and wording changes	N VanG	
2				
3				