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 the company's first aid safety program, which will be reviewed and approved by the EHS/RM department
- I

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

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

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 CFR1910.151 Appendix A
- 29 CFR 1910.1030
- ANSI/ISEA Z308.1-2015

14. Revision History

Revision Number	Date Revised	