

FIRST AID KITS AND FIRST AID PROVIDERS

SUMMARY

This procedure explains the use of first aid kits and first aid providers in the workplace.

PROCEDURE

1. First aid kits should be readily available in the workplace. Employees should be notified of the location of the first aid kit. The American National Standard (ANSI) Z308.1 contains "Minimum Requirements for Workplace First Aid Kits" suitable for small worksites. When larger or multiple operations are being conducted at the same location, additional first aid kits or additional types and quantities of first aid equipment and supplies should be provided. First aid kits may be ordered from the Supply Catalog.
2. The supervisor should assess the specific needs of the worksite and stock the first aid kit(s) appropriately for the type of minor injuries anticipated. The first aid kit(s) should be periodically inspected, purged of expired items, and restocked as necessary.
3. First aid kits are to be used for "self-application," that is, the person seeking first aid should self-administer the first aid. Persons should not provide first aid to others, unless they have been designated and trained as first aid providers. An employee who has been trained as a first aid provider, but is not designated to perform first aid as part of his or her job duties, will not be required to render first aid. However, this employee may choose to render first aid as a "Good Samaritan."
4. First aid kits are to be used to treat only minor injuries such as minor cuts, scrapes or bruises.
5. Minor injuries are injuries that do not require medical attention or result in lost time. Record all minor injuries, including those requiring only first aid, on the First Aid and Minor Injury Log, available from the Office of Safety website: <http://intra.miamidade.gov/internalservices/safety-web.asp> (Appendix A-1). More serious injuries shall be reported to Teleclaim at 1-877-632-7475 (1-877-MDC-RISK) and receive prompt medical attention, consistent with established Workers' Compensation procedures. Employees requiring emergency medical treatment shall call "911" or be transported to the nearest hospital emergency room.
6. A person designated and adequately trained to render first aid, along with adequate and appropriate first aid supplies, shall be provided if the workplace is restricted or remote, and not in near proximity to a clinic, hospital, or prompt "911" service.
7. If it is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while using first aid supplies, employers are required to provide appropriate personal protective equipment (PPE) and comply with the applicable provisions of the OSHA Blood-borne Pathogens Standard 29 CFR 1910.1030.

CONTACT(S):

Department/Division

Internal Services Department, Risk Management Division, Office of Safety

REFERENCE DOCUMENT(S):

Occupational Safety and Health Administration (OSHA), 29 CFR 1910.151 and 29 CFR 1910.1030
Miami-Dade County Safety Manual

