

University of Washington

First-Aid Plan Guidelines

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1. Policy

In compliance with the Washington Industrial Safety and Health act (WISHA) under WAC 296-800-150, "First-Aid," the University must make sure that first-aid trained personnel are available to provide quick and effective first-aid.

2. Scope

This policy applies to all locations including the Seattle, Bothell and Tacoma campuses, all other University owned property, University leased space, and temporary field locations and field trips that are under the control of University operations and staff.

In general, employees identified as first-aid trained for the purposes of meeting this requirement do so as a collateral duty in that providing first-aid or other medical assistance is not their primary job assignment.

3. UW Responsibility

It is University policy, as required by the University Handbook, Volume Four, Part VI, Chapter 4, Page 59, University Safety Programs, that each dean, director, department chair, and supervisor is responsible for the health and safety performance in their respective units. This responsibility can neither be transferred nor delegated.

a. Employing Unit

Employing units are responsible for meeting the first-aid requirements including assuring the availability of first-aid certified employees and making sure first-aid supplies appropriate to the work area are maintained and accessible to all employees. Each organizational unit shall determine the best method for meeting the first-aid requirements for their area(s) from the options and guidelines below. In addition, each unit must document their first-aid plan in the appropriate unit health and safety plan.

b. Purchasing and Stores

UW Purchasing and Stores consults with EH&S to assure the appropriate first-aid supplies are stocked at University Stores.

c. Environmental Health and Safety (EHS)

EH&S interprets the first-aid requirements for the University and serves as a liaison with the Department of Labor and Industries relating to, among other things, first-aid requirements. In addition, EH&S assures compliance with the first-aid regulations through program oversight and provision of services to assist in compliance.

d. UW Police Department (UWPD)

University Police are first-aid certified and provide first-aid response on the Seattle campus – dial 911.

4. General First-Aid Response Plan

- a. The University provides these First-Aid Plan Guidelines to accommodate the wide variety of work types, locations, and environments shared by the University's approximately 25,000 employees. Employing units can consult these guidelines to determine if they are required to have first-aid certified employees and how many, and to determine what first-aid supplies they should stock and how to obtain them.
- b. The majority of University employees work in typical administrative office environments with large numbers also working in laboratories, medical/clinical settings, skilled trades and shops, grounds maintenance, custodial services, and food services. While the plan addresses the differing needs of these work environments for first-aid response, it also takes into consideration the common elements shared by University work areas. The following applies to all University work areas:

- 1) University work locations are served by municipal or county enhanced 911 Emergency Medical Services. Where there might be exceptions, such as field trips or remote research field stations, the first-aid response plan for the unit or activity requires more rigorous first-aid coverage and emergency planning.
- 2) University policy requires that emergency access phone numbers be posted on all telephones.
- 3) First-aid trained employees are identified in the employing unit Health and Safety Plan, which supervisors must review with new employees. Units are required to identify first-aid certified employees including contact information, phone number and location, on or near first-aid kits. In some locations first-aid certified employees may be shared between units in order to provide adequate coverage during absences.

5. Individual Unit First-Aid Plans

Employing units must choose from the following options for meeting the first-aid training requirements to determine the method that best suits their work environment. Units are required to document how first-aid requirements will be met in their unit health and safety plan.

Option 1. Any Work Environment

Compliance may be achieved for any type of work environment if each supervisor (or their designee) is trained and certified in first-aid. It is strongly recommended that an alternative person also be trained and certified in first-aid to assure coverage during absences.

Option 2. Office Environments (Academic, Administrative or Service Unit Offices, etc.)

Office work environments can comply with the first-aid training requirement by having at least one first-aid certified employee per floor of each building or wing where they have offices or in another defined work area. For example, a large suite of offices may have one first-aid trained employee for the suite and rely on a first-aid trained employee in another area or on another floor to serve as a back up first-aid responder. One method for providing adequate coverage is to have Floor Wardens be first-aid trained.

As an option, at the Seattle campus, office work environments may choose to rely on the UW Police for first-aid response instead of maintaining first-aid trained employees in their own unit. In office areas where this option is used, all employees must be informed that the UW Police are primary first-aid responders for the unit and be trained in how to summon assistance.

Option 3. Laboratories (Research, Clinical, Teaching, etc.)

Work environments that are primarily laboratory facilities are required to have at least one first-aid certified employee present at all times where employees are working. This can be achieved by having at least two first-aid certified individuals per floor, building, wing or other defined work area, such as a center or institute or suite of laboratories, etc. Another method to achieve compliance is to have building floor wardens be first-aid certified.

Option 4. Medical/Clinical Environments

At the UW Medical Center and Harborview Medical Center, first-aid and emergency medical response are available to employees from resident medical staff through the hospital paging system. In areas where health care staff are not available or do not respond to employee injuries or illness, first-aid certified staff must be available. One first-aid certified employee on each floor or a building, wing or other defined work area is adequate coverage if provisions are made for back up from first-aid trained employees in adjacent areas.

Option 5. Shops and Trades/Warehouse Operations

In order to assure that first-aid certified employees are available at all times employees are present, each shop and warehouse location must have at least one first-aid certified employee on each shift in each work area. This will likely require having two trained in order to assure the minimum are present during absences and vacancies.

Option 6. Dispersed Work Crews

Dispersed work crews in campus areas must have a first-aid certified employee present at the work site.

Option 7. Working Alone

Employees who work alone (e.g., Custodial Services, parking kiosks) must know how to summon a first-aid certified employee and

supervisors/leads must know the location of all staff working alone and check on them periodically.

Option 8. Remote Locations (Research Field Stations, Field Trips, Diving)

When University employees are stationed in remote locations such as research field stations or on field trips that are not served by a local jurisdiction emergency medical service, there must be at least two employees on-site at all times who have advanced first-aid training. Arrangements for advanced first-aid training can be made through EH&S at 206-543-7201.

In addition, when University employees are assigned to work at remote field locations or field trips, the employing unit must have a written emergency plan for each field station or field trip. The emergency plan must include emergency phone numbers, communications capabilities, provisions for transportation of injured or ill, and location of nearest medical facilities.

In accordance with the UW Diving Safety Manual, scientific SCUBA diving conducted under University auspices must include documented pre-dive emergency planning. University certified divers are required to have current first-aid and CPR certification including Emergency Oxygen training.

Option 9. Other

If an employing unit has a work environment(s) not addressed in this plan, or has a complex mix of work environments or locations, EH&S will assist in the development of a unit specific first-aid response plan that will be documented in the unit's Health and Safety Plan.

6. How to Obtain First-Aid Training

- a. EHS schedules first-aid classes at least once each month. The first-aid training schedules are distributed widely on campus and published on the EH&S web site. EH&S can also assist departments in obtaining advanced first-aid training, if needed. Course fees apply.
- b. First-aid training provided by EH&S covers the following required subjects:
 - Role and responsibilities of the first-aid provider
 - Assessing a scene
 - Performing an initial and ongoing assessment of an injured or ill

- person
 - Scene safety
 - Body substance isolation/bloodborne pathogens
 - Performing an emergency move
 - Placing an ill person in the recovery position
 - Opening and maintaining an airway
 - Providing rescue breathing
 - Managing an obstructed airway
 - Performing adult/one-rescuer CPR
 - Recognizing the warning signs and symptoms of medical problems
 - Recognizing and caring for an injured or ill person with decreased levels of responsiveness
 - Controlling external bleeding and recognizing internal bleeding
 - Recognizing and caring for victims of shock
 - Recognizing and stabilizing spinal injury
 - Recognizing and manually stabilizing suspected skeletal injuries
 - Knowledge of voluntary provisions of first aid, consent and confidentiality
- c. First-aid training acquired through other approved providers must be documented within the employing unit.
- d. First-aid training must be repeated every two years to maintain a valid first-aid certificate.

7. Documentation of First-Aid Training

Each employee who completes the EH&S sponsored first-aid course will receive a first-aid card which serves as documentation. Each unit Health and Safety Plan shall identify first-aid certified employees. In addition, Environmental Health and Safety maintains training records for all EH&S sponsored courses and can arrange for replacement of lost first-aid cards.

8. First-Aid Supplies

- a. First-aid supplies must be readily available to all employees, stored in clean, clearly marked, portable containers. Environmental Health and Safety and University Stores have developed a list of first-aid supplies and kits suitable for University work places:
<http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>
- b. Post name, location and phone number of first-aid certified employees on first-aid kit or where first-aid supplies are stored.
- c. Post a “first-aid kit/supplies” sign near the location of first-aid kits and

- supplies.
- d. Indicate exact locations of first-aid supplies in unit Health and Safety Plan.
 - e. Identify the individuals responsible for maintaining first-aid supplies, including stocking and checking expiration dates, in unit Health and Safety Plan.

9. Good Samaritan Act

Employees who obtain first-aid training to comply with this regulation do so as a collateral duty and not as a primary job assignment. Employees who may render first-aid to another employee in the work place are covered by the Good Samaritan Statute (RCW 4.24.300) which states in part: *Any person who in good faith and not for compensation renders emergency care at the scene of an emergency or who participates in transporting, not for compensation, there from an injured person or persons for emergency medical treatment shall not be liable for civil damages resulting from any act or omission in the rendering of such emergency care or in transporting such persons, other than acts or omissions constituting negligence or willful or wanton misconduct.*

10. Bloodborne Pathogens

- a. University employees who are first-aid trained as a collateral job duty are not required to have annual bloodborne pathogen training nor are they required to be offered a Hepatitis B immunization.
- b. In the event that a University employee is exposed to human blood or body fluids during the administration of first-aid or any other activity in the work place, the employee should notify their supervisor immediately so that they can be referred to the appropriate employee health clinic for post exposure follow-up. In addition, a UW incident/injury/illness report must be completed. More information on incident reporting can be found at:

<http://www.ehs.washington.edu/ohsoars/index.shtm>

- c. Employees who render first-aid or other medical assistance as a primary job duty are required to be included in the UW Bloodborne Pathogen Program and are required to have annual training and to be offered a Hepatitis B immunization.

- d. The first-aid training scheduled by EHS includes instruction in universal precautions for protection against bloodborne pathogens while administering first-aid.

11. For Additional Information

Questions regarding First-Aid should be directed to EHS at 206-543-7388 or e-mail ehsdept@u.washington.edu. Specific web pages have been developed at (<http://www.ehs.washington.edu/psotrain/index.shtm>) to assist operational units in meeting training responsibilities for First-Aid including recommended contents of a first-aid kit at: <http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>