

# **First Aid Plan Guidelines**

For University of Washington Employees

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# Background

## Purpose

All employees must have access to quick and effective first aid. This guide contains instructions for creating a first aid plan for University of Washington (UW) employees on UW campuses, UW-owned sites, UW-leased space, temporary field locations, and field trips that are under the control of University operations and staff.

The Environmental Health & Safety Department (EH&S) provides the First Aid Plan Guidelines to accommodate the wide variety of work types, locations, and environments shared by the University's approximately 35,000 employees. Employing units can consult these guidelines to determine how many first aid certified employees, if any, they are required to have, and where to obtain what first aid supplies must be stocked.

Employees identified as first aid trained for the purposes of meeting regulatory requirements do so as a collateral duty; it is not their primary job assignment to provide first aid or other medical assistance.

## Regulatory Requirements and University Policy

The University must comply with federal and state first aid regulations. Compliance with Washington Industrial Safety and Health Act (WISHA) under WAC 296-800-150, "First Aid," requires the University to ensure that first aid trained personnel are available to provide quick and effective first aid. The University's [Administrative Policy Statement 10.3](#) also states the requirement to ensure that employees have access to first aid.

## Roles and Responsibilities

The roles and responsibilities for University health and safety programs and policies are outlined in [Presidential Order 55](#). The following are specific to the University's First Aid requirements.

### EH&S Responsibilities

The UW Environmental Health and Safety Department (EH&S) has the responsibility to develop and assist the campus with technical support and assistance in order to implement this policy and first aid requirements. EH&S helps to interpret the first aid requirements and serves as a liaison with the State Department of Labor and Industries (L&I) for health and safety, including first aid requirements. In addition, EH&S helps to ensure compliance with federal and state first aid regulations through program oversight and provision of services, including information, resources, and training.

### UW Unit Responsibilities

[UW Executive order 55](#) specifies that each dean, director, department chair, and supervisor is responsible for the health and safety performance in their respective units. This responsibility cannot be transferred or delegated.

Employing units are responsible for ensuring the availability of quick and effective first aid and readily accessible first aid supplies in work areas.

Each organizational unit must document their first aid plan, defining the unit's method for meeting the first aid requirements from the options and guidelines included in this document. [Appendix I](#) is a tool UW units can use to develop their first aid plan.

## First Aid Response Plan Options

### General Information

The majority of University employees work in administrative office environments, but large numbers of employees work in higher risk settings, such as laboratories, medical/clinical settings, skilled trades and shops, grounds maintenance, custodial services, and food services. While these guidelines address the differing first aid needs of these work environments, it also takes into consideration the common elements shared by University work areas. The following applies to all University work areas:

- 1) Most University work locations are served by municipal enhanced 911 Emergency Medical Services.
- 2) Compliance may be achieved for any type of work environment by having at least one first aid certified employee present when employees are working. A common method of achieving this coverage is for each supervisor (or their designee) to be trained and certified in first aid. It is strongly recommended that an alternate person also be trained and certified in first aid, to ensure coverage during absences.
- 3) Units must identify, document, and track first aid certified employees. [Appendix I](#) is a tool to track this information.
- 4) Units that have off-site situations, such as field trips and remote research field stations, should have site-specific and situation-specific first aid response plans.
- 5) Departments must communicate their first aid plan to their employees.

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

Organizational units with 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, wing, or other defined work area where the unit has offices. For example, a large suite of offices may have one first aid trained employee for the suite, and can rely on a first aid trained employee in a nearby area as a backup. One method for providing adequate coverage is to have evacuation wardens be first aid trained.

Another option for office work environments in metropolitan areas is to rely on the 911 system's emergency services and the UW Police (Seattle campus) and the Campus Security Services (Bothell and Tacoma Campuses) for first aid response. In office areas where this option is used, all employees in the

area must be informed that these 911 services are the primary first aid responders for the unit and be trained in how to summon assistance.

### **Laboratories**

Work environments that are primarily laboratory facilities (research, clinical, and/or teaching) are required to have at least one first aid certified employee present where employees are working at all times. This can be achieved by having at least one first aid certified individual per floor, building, wing, or other defined work area (such as a center, institute, or suite of laboratories). More than one first aid trained employee may be needed to ensure coverage during absences and vacancies. Another method to achieve compliance is to have building evacuation wardens be first aid certified.

### **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 of 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. Please note that medical center staff who render first aid as part of their primary job responsibilities are required to take [bloodborne pathogen training](#) and are not covered under the [Good Samaritan Act](#).

### **Shops and Trades/Warehouse Operations**

In order to ensure that first aid certified employees are available at all times when 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 at least two employees trained in order to ensure that at least one is present at all times.

### **Working Alone**

Employees who work alone must know how to summon a first aid certified employee. Supervisors/leads must know the location of all staff working alone and periodically confirm their safety.

### **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 municipal emergency medical service, there must be an advanced first aid trained employee on-site at all times.

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 employees, and the location of the nearest medical facility.

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 diving first aid and CPR certification, including emergency oxygen training.

### **Other Locations**

If an employing unit has a work environment not addressed in these guidelines, 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. Contact EH&S at 206-541-7388 or [ehsdept@uw.edu](mailto:ehsdept@uw.edu).

## **Training**

### **Obtaining and Documenting First Aid Training**

EH&S occasionally offers first aid training courses. The current course schedule is listed on the EH&S [training webpage](#). EH&S can also assist large groups with obtaining advanced first aid training, if needed. Course fees apply for all first aid training courses.

Each employee who completes the EH&S-sponsored first aid course will receive a first aid card to serve as documentation. In addition, EH&S maintains training records for all EH&S-sponsored courses.

If a unit chooses to contract with an outside provider, the unit is responsible for ensuring that the trainer is certified to teach first aid. First aid training acquired through outside providers must be documented and maintained within the employing unit.

First aid training must be repeated every two years to maintain a valid first aid certificate.

### **Wilderness First Aid Training**

Employees working in remote locations are required to have access to advanced first aid training. The work environment and potential hazards should be assessed to determine if injuries could result that would require first aid skills outside the scope of a standard first aid course. In these cases, wilderness first aid training may be more appropriate. Arrangements for advanced first aid training can be made through EH&S.

## **First Aid Kits**

First aid supplies must be readily available to all employees, and should be stored in clean, clearly marked, portable containers. The containers must not be locked. They must be made of material that protects them from damage, deterioration, or contamination in the work environment.

L&I provides a [First Aid Kit Contents Guide](#). Units must assess their work environments to determine if, given the hazards in the environment, additional supplies are needed. Contact EH&S at 206-543-7262 if you need assistance determining what types of first aid supplies are needed for your work environment.

Units should document the location of their first aid kits and assign responsibility for stocking and checking expiration dates. All employees should know the location of these kits through regular communication (e.g., an annual reminder at an all-employee meeting).

First aid kits and supplies may be purchased through [UW eProcurement](#) or through a local retailer or safety supply vendor.

## Good Samaritan Act

Employees who obtain first aid training as a collateral duty and not as a primary job assignment are covered by the Good Samaritan Statute ([RCW 4.24.300](#)), which states:

*“Any person, including but not limited to a volunteer provider of emergency or medical services, who without compensation or the expectation of compensation renders emergency care at the scene of an emergency or who participates in transporting, not for compensation, therefrom 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 gross negligence or willful or wanton misconduct.”*

## Bloodborne Pathogens Training

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.

Employees who render first aid or other medical assistance as a primary job duty must be included in the [UW Bloodborne Pathogen Program](#), have annual training, and be offered a Hepatitis B immunization.

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 workplace, the employee should notify their supervisor immediately to be referred to the appropriate employee health clinic for post-exposure follow-up. In addition, a UW Online Accident Reporting System (OARS) report must be completed. More information on incident reporting can be found on the EH&S [accident reporting webpage](#).

## Resources and Contact Information

Questions regarding first aid should be directed to EH&S at 206-543-7388 or e-mail at [ehsdept@uw.edu](mailto:ehsdept@uw.edu).

## Appendix I: Documentation of First Aid Plan

**Instructions:** Use this form to document the first aid plan for your department, organization, or unit. Update this form when any information changes.

Department, organization, or unit name: [Department Name]

This First Aid Plan is for the following type of work environment:

Office       Laboratory       Shop or Warehouse       Remote Location

**Other:** Click here to explain your work environment.

[Department Name] has chosen the following as our plan to provide quick and effective first aid to our employees:

**We will rely on UWPD and Seattle Fire Department emergency response to provide first aid.\***

**We will ensure that first-aid trained personnel are available to render first aid to our employees.**

**The following employees have received first aid training within the past two years and are certified:**

Click here to enter your first aid trained employees. Include name, phone number, work location, and date of last first aid training.

**We have a specialized procedure for ensuring quick and effective first aid to our employees.**

Click here to and describe your specialized first aid plan.

**This First Aid Plan was last updated:** Click here to enter date of last revision.

**For questions regarding this plan contact:** Click here to enter the contact person for this plan.

**\*Note: If your work environment is a laboratory, shop, or warehouse you cannot depend upon this option. You will need to ensure that first aid trained personnel are available.**