





## **SECTION 1**

## **CHAPTER 3**

# **GUIDELINES FOR FIRST AID AND MEDICAL ASSISTANCE**

### **Purpose**

The Company has established the First Aid and Medical Care Program to:

- provide emergency medical care and first aid treatment for employees
- ensure the adequacy and availability of first aid supplies and equipment
- provide first aid and Cardiopulmonary Resuscitation (CPR) for employees
- provide training in first aid and CPR to employees
- guide Regions in complying with the first aid and medical care requirements of the Occupational Safety and Health Administration (OSHA)

### **Scope**

The guidelines in this chapter apply to all Company locations.

### **In this chapter**

<b>Topic</b>	<b>See Page</b>
Securing Medical Services	2
Providing First Aid and CPR Training	3
Maintaining First Aid Supplies and Equipment	4
Approving First Aid Kits	5
Stocking First Aid Kits	6
Eye Wash Facilities	8

## Securing Medical Services

**Purpose** This document outlines the responsibilities of management and the responsibilities of insurance carriers for providing access to medical services.

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**Responsibilities of management and safety** Yard management and safety personnel must:

- utilize Axiom for all first aid (FA) type accidents
- establish a working relationship with medical providers
- engage the services of physicians to serve as consultants on matters of employee health
- secure appointments with a physician(s) close to each workplace, to provide emergency medical care for employees who may experience an occupational injury or illness
- ensure that emergency numbers are posted at the appropriate locations and by telephones
- If required, arrange transportation for injured personnel to the nearest hospital

For more information on this guideline, see chapter *on Emergency Response Plan*.

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**Responsibilities of Workers Compensation Administration - insurance carrier** The workers compensation administrator or compensation insurance carrier will pay for the following if resulting from an occupational illness or injury:

- examinations
- laboratory work
- x-rays
- hospital and clinic services
- physicians and surgeons fees
- drugs and medicines
- any other medical costs covered under the policy

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## Providing First Aid and CPR Training

<b>Purpose</b>	This document outlines the requirements for first aid training.
<b>Training requirements</b>	<b>IF</b> medical attention is not available within 15 minutes of the workplace, <b>THEN</b> at least two employees on each location, and at least one employee at each office must be trained in first aid and CPR.
<b>Training courses</b>	Employees may take a formal training course in first aid and CPR from any of the following groups: <ul style="list-style-type: none"><li>• American Red Cross</li><li>• American Heart Association</li><li>• Medic First Aid</li><li>• local fire departments</li><li>• Company certified Trainers</li></ul>
<b>Refresher and supplementary training</b>	Employees who train in first aid and CPR must take courses frequently enough to ensure that they hold current certificates of training.  Yard Management and HSE Coordinators will oversee supplementary training, such as: <ul style="list-style-type: none"><li>• informal, periodically scheduled meetings to discuss first aid topics</li><li>• demonstrations during employee safety meetings</li></ul>

## Maintaining First Aid Supplies and Equipment

**Purpose** This document outlines the requirements for maintaining first aid supplies  
In compliance with OSHA 1910.151(b) Subpart K

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**Locations of first aid kits** The Company shall provide standard First Aid Kits in the following locations:

- all Company-owned vehicles
- all permanent workplaces
- all rig sites in dog houses
- all VAP participant’s vehicles

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**Determining the appropriate size first aid kit**

IF the employee group has ...	THEN stock a ...
5 or fewer members,	10-unit first aid kit.
6 to 25 members,	16-unit first aid kit.
25 or more members,	30-unit first aid kit.

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**Stocking first aid kits** Yard Management and HSE Coordinators must:

- check first aid kits periodically to ensure that they are fully stocked
- ensure that first aid supplies are not out of date
- ensure first aid supplies are ordered as needed to replenish stock

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## Approving First Aid Kits

**Purpose** This document outlines the requirements for approving both standard and non-standard kits.

**Approval for first aid kits** OSHA 1910.151 appendix A requires physicians to approve the first aid supplies provided to employees. An Occupational Physician has approved items for use in 10-unit, 16-unit, and 30-unit sizes as outlined in "Stocking First Aid Kits".

## Stocking First Aid Kits

- Purpose** This document itemizes the required contents for:
- 10-unit first aid kits
  - 16-unit first aid kits
  - 30-unit first aid kits

**Contents of 10-unit first aid kit** This chart shows the requirements for a standard 10-unit first aid kit.

Item	Quantity
2” bandage compress	1 unit of 4
1” adhesive compress	1 unit of 16
1” ammonia inhalants	1 unit of 10
triangular bandage	1 unit
foille ointment	1 unit
eye dressing packet	1 unit
1/2” adhesive tape	1 unit of 2
tincture of merthiloate swabs	1 unit of 10
PVP iodine swabs	1 unit of 10
sterile gauze pads	1 unit of 4

**Contents of 16-unit kit** This chart shows the requirements for a standard 16-unit first aid kit.

Item	Quantity
2” bandage compress	2 units of 4
1” adhesive compress	4 units of 16
ammonia inhalants	1 unit of 10
triangular bandage	1 unit
foille ointment	1 unit
eye dressing	1 unit
1/2” adhesive tape	1 unit of 2
tincture of merthilolate swabs	2 units of 10
PVP iodine swabs	2 units of 10
sterile gauze pads	2 units of 4



**Contents of 30-unit kit**

This chart shows the requirements for a standard 30-unit first aid kit.

Item	Quantity
2" bandage compress	2 units
3" bandage compress	1 unit
4" bandage compress	1 unit
1" adhesive tape	4 units of 2
triangular bandage	2 units
1/2" adhesive tape	1 unit of 2
1" adhesive tape	1 unit of 2
8"x10" talfa compress	1 unit
ammonia inhalants	2 units of 10
eye dressing packet	1 unit
tincture of merthiloate swabs	2 units of 10
PVP iodine swabs	2 units of 10
cold pack	2 units
rescue blanket	1 unit



## Eye Wash Facilities

**Purpose** This document outlines the requirements for maintaining eye wash facilities in compliance with OSHA 1910.151(c)

**Responsibilities of management and Safety** Yard Management/HSE Coordinators shall :

- determine potentially hazardous locations and operations
- ensure the installation of federally required eye wash facilities
- ensure that the equipment is:
  - in good operating condition at all times
  - conveniently located in relation to hazards
  - readily accessible for emergency use

**Minimum Requirements**

- One eye wash station (32oz. minimum) per rig/location prominently displayed
- One eye wash station in each shop/building with open access

**Inspection of Eye Wash Station/Shower** Yard Management or designee will inspect eye wash/shower stations monthly. HSE Coordinators will inspect the eye wash/shower stations quarterly using the following procedure.

Step	Action
1	Visually check the general condition of the unit.
2	Check to ensure all components are present and functioning properly
3	Check for leaks, make sure eye wash has not expired
4	If maintenance is required, then yard management or designee will repair or replace.