

Safety Policy & Procedure Manual		Section: 1.0	Date: 12-08-2015
		Revision: 0	
Subject: Medical Service and First Aid Program			

GENERAL

Light Tower Rentals, Inc., will ensure that medical personnel are readily available for advice, consultation and emergency response. In the absence of an infirmary, clinic, or hospital in near proximity to this workplace, which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. First aid supplies shall be readily available. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

RESPONSIBILITY

The Company **Sr. Safety Manager & Safety Manager** are solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The **Sr. Safety Manager & Safety Manager** are the sole person(s) authorized to amend these instructions and is authorized to halt any operation of the Company where there is danger of serious personal injury.

WRITTEN PROGRAM

The Company will review and evaluate this standard practice instruction:

- On an annual basis;
- When changes occur to 29 CFR 1910.151, that prompt revision of this document;
- When facility or project operational changes occur that require a revision of this document; and,
- When there is an accident or close-call that relates to this topic.

This written program will be communicated to all affected personnel. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

FACILITY/DEPARTMENTAL FIRST AID RESPONSE ACTIONS

The company **Sr. Safety Manager & Safety Manager** will oversee the requirements of this section.

A. General Instructions

1. Provide total care for those injuries **clearly within your capability** to handle. All questionable cases should be referred to the company triage service.
2. Enter all injuries and subsequent treatment or disposition in the first aid log book/computer file.
3. Follow-up at the end of the shift or as appropriate.

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B. Basic First Aid Responders

Volunteers will be trained from each department/project to respond to minor emergencies such as small cuts, abrasions, sprains, strains and non life-threatening emergencies. Any emergency requiring outside emergency services will be reported as required in the **EMERGENCY REPORTING (OUTSIDE EMERGENCY SERVICES)** section of this document.

C. Advanced First Aid Responders

Volunteers may be trained as necessary to respond to minor emergencies such as small cuts, abrasions, sprains, strains and life-threatening emergencies. Any emergency requiring outside emergency services will be reported as required in the **EMERGENCY REPORTING (OUTSIDE EMERGENCY SERVICES)** section of this document.

TRAINING

The company **Sr. Safety Manager & Safety Manager** will develop a standardized training format to meet the requirements for basic medical services and first aid response.

A. Provisions

Training shall be provided to each affected employee:

1. Before the employee is first assigned duties that require him or her to serve as a first aid responder.
2. Before there is a change in assigned duties.
3. Whenever there is a change in first aid procedures or operations.
4. Whenever the company has reason to believe that there are deviations from the first aid response procedures required by this instruction or inadequacies in the employee's knowledge or use of these procedures.

B. Employee Proficiency

The training shall establish employee proficiency in the duties required by this instruction and shall introduce new or revised procedures, as necessary, for compliance with this instruction or when future revisions occur.

C. Certification

The company shall certify that the training required by this section has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

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D. Levels of First Aid Training

1. Basic First Aid. This basic course is available to all employees. It covers treatment of minor injuries and basic emergency procedures for more serious injuries or health problems.
2. Advanced First Aid. The advanced course equips participants to handle first aid for many types of injuries and is under the direction of the **Safety Officer**. This Company may sponsor a limited number of employees each year for this level of training.
3. CPR. The company encourages at least one employee from every department/project to take the Cardiopulmonary Resuscitation (CPR) Course.
4. EMT. Training for Emergency Medical Technicians involves extensive course work off site. This company may sponsor a limited number of employees each year for this level of training. Contact the **Sr. Safety Manager or Safety Manager** for specific details.

EMERGENCY REPORTING (OUTSIDE EMERGENCY SERVICES)

IF YOU'RE NOT SURE OF THE SEVERITY, SEEK OUTSIDE ASSISTANCE

Note: The local 911 system will be used by all employees for the reporting of any emergency requiring the assistance or presence of outside emergency services. In the event 911 is not available see paragraphs A and B of this section.

E. Summoning Outside Emergency Services

Dial 911 for emergency services, if 911 are not available; dial 0 to reach an operator and the applicable emergency number. If assigned to work at a field project then all **Light Tower Rentals, Inc.**, employees will follow the established emergency notification system for that facility.

F. Emergency Numbers

Safety Officers will be responsible for posting emergency phone numbers at each department/project in an area that is conspicuous and accessible to all employees. Multiple postings may be required to ensure that all personnel will have access to emergency numbers when needed. At a minimum the following numbers should be posted if applicable:

1. Ambulance: 911
2. Fire: 911
3. Police: 911

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G. In-House Notification

Immediately notify your supervisor anytime outside emergency services are summoned or medical treatment is provided. The supervisor will then notify the **Safety Manager** of the incident and, **if necessary**, make arrangements for transportation of injured employee(s) to a medical facility.

H. Directing Ambulance Services

Post an employee(s) at key points to direct ambulance services to the injured employee's location. A member of the **department** should accompany the person being treated. This person should report back to the **Safety Manager** concerning the status of the employee being transported.

EMERGENCY REPORTING (INSIDE EMERGENCY SERVICES)

Minor injuries, such as cuts, scratches, bruises, and burns that do not require a doctor's treatment, may be handled by one of the department first-aid responders. If the situation escalates and additional or outside emergency services are required see the previous section, **EMERGENCY REPORTING (OUTSIDE EMERGENCY SERVICES)**.

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FIRST AID LOG OF ACTIVITIES

All injuries or complaints treated by first aid responders will be entered into the log book or computer system maintained by the Safety Department. As a minimum, the following information will be entered.

- A. **Date and Time of Injury**
- B. **Date and Time of Treatment**
- C. **Name and Employee Identification Number of Injured Person**
- D. **Name of Person Rendering First Aid**
- E. **Nature of Injury**
- F. **Type of Treatment Given**
- G. **Work or Non-Work Related**
- H. **Initial Treatment or Follow-Up Treatment**

FIRST AID KITS

First aid kits and supplies will be maintained at each location and shall be easily accessible when required. The type of first aid kit to be maintained will be for minor emergencies such as cuts and skin abrasions. Where it is unclear as to what type of kit to procure the **Sr. Safety Manager & Safety Manager** will be consulted. Each first aid kit will be equipped with appropriate items and stored in a weather-proof container with individual sealed packages of each type of item in accordance with ANSI Standard Z308.1-2009. First Aid kits will be inspected before being sent to each location and monthly from then on by the respective Department/Project Supervisor.

PAYROLL AND TIME CARDS

Supervisors shall approve on the time card a full day's pay for the day the injury occurs.

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EYEWASH STATIONS AND DELUGE SHOWERS

Where the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use. This will include but is not limited to, portable and fixed emergency eyewash stations and deluge showers. Where installed, these facilities will be installed in locations within the work area having ready access and inspected on a weekly basis or in accordance with local requirements.

A. Considerations for Installation

The following criteria will be considered when making a determination for installation of eyewash stations and deluge showers.

1. Employee use of personal protective equipment.
2. Type and chemical concentration of concern.
3. Special guards and/or precautions intended to provide for employee protection from exposure.
4. Based upon employee job functions, determine the extent and type of probable employee exposure.

Note: In areas where the extent of possible exposure is small, a specially designated pressure controlled and identified water hose equipped with a proper face and body wash nozzle which will provide copious amounts of low velocity potable water, or an appropriate portable eyewash device containing not less than one gallon of potable water which is readily available and mounted for use, is considered to provide minimum employee protection when proper personal protective equipment is used.

B. Personal Protective Equipment

Personal protective equipment for eyes, face, head, and extremities, protective clothing and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary by reason of chemical hazards encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

C. Facility Layout

The facility layout will be one of the key considerations when installing eyewash stations or deluge showers. Ease of access, line-of-sight, single level access, lighting, proximal electrical hazards and other considerations will be addressed when installing such equipment. Eyewash equipment should provide copious low velocity flow of potable water at a suitable temperature, generally between 60 degrees F and 105 degrees F.

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EMPLOYEE ACKNOWLEDGMENT

ACEPTAMIENTO DEL EMPLEADO

Light Tower Rentals, Inc.

By my signature below, I acknowledge that I have received and will read the **Medical and First Aid Program** and have been given the opportunity to ask questions, have received clarification, and understand the contents.

*Con mi firma aqui abajo, yo reconozco que he recibido y leire el **Medical and First Aid Program** y he tenido la oportunidad de hacer preguntas, y he recibido clarificacion y entiendo el contenido.*

Date

Fecha

Employee Signature

Firma del Empleado

Print Name

Nombre en letra de molde