

University Health and Safety Policy and Procedure

First Aid Kits

Applies To: All University Colleges, Departments and like units

Policy: On site, employer provided First Aid Kits should require a minimum of supplies that would allow an individual to treat him or herself for basic first aid.

Summary

In the course of their assigned responsibilities, employees may perform tasks or operations which may place the employee at risk of minor injury. The University recognizes the need to provide a minimum of supplies in an employer provided First Aid Kit to allow the employee to treat basic first aid needed by his or herself.

First Aid Kit Supplies:

- 1) Band-Aids of several sizes and shapes, and
- 2) Gauze pads and one inch tape for a wound larger than Band-Aid size.

The most important first aid for minor cuts and abrasions is cleaning the wound thoroughly with soap and water. This should be emphasized in a sentence on the front of the kit.

First Aid Kit Policy:

- 1) Workplace injuries should be formally evaluated by Employee Health Service to assure prompt care, documentation, and follow-up of the accident,
- 2) Coworkers should not be involved in care of an injured worker's wounds because of concerns about exposures to blood and body fluids and requirements for training of workers who are formally expected to render first aid care in the workplace,
- 3) For more serious injuries, the injured worker should be transported to the Employee Health Service Clinic or the Emergency Department. The emergency squad may be called if this is indicated.
- 4) Supplies of medication, such as decongestants, analgesics, antihistamines, are not related to emergencies and are not recommended for First Aid Kits, and
- 5) If more complex first aid equipment is desired, it shall be kept and maintained only by those personnel who have received advanced first aid training.

Definitions

University employee: An individual who engages to furnish services subject to the direction and control of the University and is compensated by the University.

Policy Guidelines and Responsibilities

The Ohio State University, represented by the Office of Environmental Health and Safety, will:

1. Disseminate this policy which can be utilized by Colleges, Departments and like units, and
2. Provide medical assistance and follow-up through the University Employee Health Service.

Vice Presidents, Deans and Directors will:

1. Be responsible for identifying the placement of employer provided First Aid Kits associated with College, Department and like unit equipment or operations,
2. Maintain employer provided First Aid Kits and supplies,
3. Ensure that this policy is disseminated within the College, Department and like unit, and
4. Assure that the policy is enforced within the College, Department and like unit.

Department of Chemistry and Biochemistry First Aid Kit Policy:

FIRST AID KITS

1. First aid kits will be available and maintained for treatment of minor injuries or for short term emergency treatment until medical assistance arrives.
2. First aid kits will be kept in an accessible and marked location in the laboratory.
3. Monthly Inspections

The first aid kits should be kept adequately stocked and maintained.