

Environmental Health and Safety

First Aid Procedures

Forward

This procedure has been established by Bowling Green State University to comply with Ohio's Public Employment Risk Reduction Act, which adopted OSHA's First Aid Standard, 29 CFR 1910.151.

Scope

This program only addresses emergency first-aid procedures and similar issues involving University employees who are injured during work-related activities. Unless otherwise specified, the stipulations of these procedures are directed to employees of both the Bowling Green campus and Firelands College.

"First-Aid Providers" for the University, as a whole, are designated as the University Police and the Bowling Green Fire Division for the Bowling Green campus and the Huron Fire Division for Firelands College.

PROCEDURES**Injured Employees**

If you are an employee who becomes injured, these are the recommended steps that you should take following an injury.

1. Assess the injury. If you believe the injury is serious enough to require medical attention, please contact BGSU Police by dialing 911 on a University phone. If using a personal phone, dial 419-372-2346. If at Firelands Campus, you should dial 911.
2. Next, injuries are required to be reported per OSHA regulations. The form can be found on the Environmental Health and Safety (EHS) website.

Other First-aid Considerations

1. **Bloodborne Pathogens** - The provisions of the University's Bloodborne Pathogen Exposure Control Plan shall be followed if there is an exposure to bloodborne pathogens. This document can be found on the EHS website.
2. **Automated External Defibrillator (AED)** - The use of an AED must be reported to EHS within 24 hours of the incident using the "Post-Incident Report Form for Cardiac Arrests" found in BGSU's written AED policy on the Risk Management website.
3. **Emergency eyewash and shower stations**- Eyewash stations that meet OSHA standards are required in all departments/areas where employees are potentially exposed to corrosive materials. If you work in one of these areas and have an exposure to chemicals on the skin or eyes, you should rinse skin or eyes for 15 minutes before calling for first aid. If working with a partner, have them follow the Injured Employees procedures above.

Environmental Health and Safety**FIRST-AID KITS**

Designated first-aid providers are required to have first-aid supplies available. University Police vehicles contain first-aid supplies for use by designated responders.

Other University departments/areas that wish to have first-aid kits on-site, are responsible to keep them maintained and to be knowledgeable of their use. Other requirements include:

- First aid kits must be evaluated, at least, on an annual basis to ensure the first aid kit is stocked and does not contain any expired products.
- Each department needs to assign individual(s) responsible for evaluating their respective first aid kits.
- The department should consider the hazards associated with their work environment to ensure they have the right supplies in the first aid kit.
- The contents of the kit are only to be administered by self-treatment or by personnel who have a current certification in first-aid.

An example of a standard first aid kit would include:

Item and Minimum Size or Volume	Minimum Quantity
Absorbent Compress, 32 sq. in. (206 sq. cm), with no side smaller than 4 in. (10cm)	1
Adhesive Bandages, 1 x 3 in. (2.5 x 7.5 cm)	16
Adhesive Tape, 3/8 in. x 2.5 yd. (2.3 m) total	1
Antiseptic, 0.14 fl. Oz. (0.5 g) application	10
Antibiotic Treatment, 0.14 oz. (0.5 g)	6
Burn Treatment, 1/32 oz. (0.9 g) application	6
Medical Exam Gloves	2 pair
Sterile pad, 3 x 3 in. (7.5 x 7.5 cm)	4
Triangular Bandage, 40 x 40 x 56 in. (101 x 101 x 142 cm)	1
First Aid Guide	1

TRAINING

All University-designated First-Aid Providers must be adequately trained to render first-aid. OSHA recognizes any nationally accepted and medically sound first-aid training program. It is the responsibility of the University Police to ensure and document that all University Police Officers, designated as First-Aid providers, are trained in first-aid and CPR.