

N. FIRST-AID, CPR, AED, AND OTHER EMERGENCY TREATMENTS

All employees are afforded prompt first aid treatment of injuries or illnesses, either by employees trained in first aid and CPR at the worksite, or by ensuring that emergency treatment services are within reasonable proximity of the worksite. The purpose of this procedure is to assure that adequate first aid is available in the critical minutes between the occurrence of an injury or illness and the availability of emergency treatment for the employee.

In workplaces where serious injuries or accidents are possible (such as those involving falls, suffocation, electrocution, or amputation), emergency medical services must be available within 3-4 minutes. A response time of up to 15 minutes is generally considered reasonable in workplaces, such as offices, where the possibility of such serious work-related injuries is more remote. If emergency care is not available within the appropriate timeframes, an employee or employees are adequately trained to render first aid and CPR. These employees are designated as first responders and are provided with the appropriate first aid supplies or protective equipment. For worksites that rely solely on assistance from outside emergency responders, appropriate steps are taken to ascertain that emergency medical assistance will be promptly available when an injury or illness occurs.

To ensure a quick response for medical emergencies, Capitol Police has been designated as first responder for DGS employees. Capitol Police receives training in First Aid and/or CPR by an approved organization, the American Red Cross. Refresher training is provided by the agency consistent with the requirements of the certification. Capitol Police are also required to have annual training regarding bloodborne pathogens and universal precautions.

Employees are to take the following steps in the event of a medical emergency:

- Dial 911.
- Have someone else dial 911 if unable to leave the injured person.
- Follow the instructions of the 911 dispatcher or other emergency services personnel.

Employees are made aware of the locations of the First Aid Kits which are shown on the building diagram. Periodically, supplies in the First Aid Kit will be checked and replenished as necessary by safety staff or contracted vendor. Safety staff or contracted vendor ensures that the First Aid Kits are maintained and have the correct type and quantity of supplies for the number of employees on site and for the type of work being performed.

If an employee requests medical treatment of a non-emergency sort, he or she is taken to a local emergency room or a Panel of Physicians doctor depending on the nature of the injury. The manager/supervisor or other designated employee ensures that the employee is transported and accompanied, if appropriate, to the medical facility. The manager or supervisor immediately

notifies the employee's emergency designee when necessary. Most employees have provided emergency contact information which is available by contacting the Human Resource Office.

All work-related injuries and illnesses are reported and investigated in accordance with the workers' compensation and accident investigation procedures. Depending on the nature of the injury or illness, the manager or supervisor is responsible to investigate all work-related accidents as soon as possible and at least within 48 hours. The manager, supervisor, or safety staff completes the *Accident Investigation Report* and *Witness Statement Form* as appropriate.

The Safety Coordinator reviews the following on an annual basis to determine the adequacy and effectiveness of the program:

- that work location procedures are developed and are adequate,
- that training certifications and contact information are current,
- that employee training / notifications have been provided, and
- that appropriate PPE / emergency equipment are provided and maintained.

First Responders for Medical Emergencies

Capitol Police is the designated first response provider for the Department of General Services.

Always call 911 in the event of any emergency. The dispatcher will contact Capitol Police immediately if you are calling from an area under their jurisdiction.