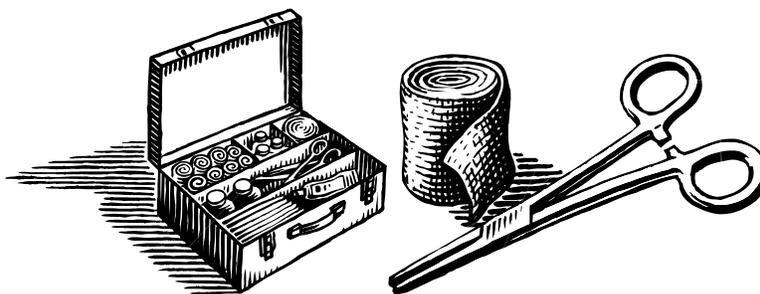


City of Newport News

First Aid/CPR/AED Program



OSHA Medical Services and First Aid Standards

29 CFR 1910.151

29 CFR 1926.50

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I. PURPOSE

OSHA Medical Services and First Aid standard (29 CFR 1910.151) was established to ensure effective emergency care is provided for injury or sudden illness in the work environment. The City of Newport News recognizes its responsibility to minimize the outcome of such illnesses or injuries through employee training and continual program evaluation.

II. SCOPE

This program is intended to be a general guide for all City employees required to perform operations that can result in injury or illness where medical facilities are not in close proximity or where an OSHA or other recognized National Consensus Standard for First-Aid/CPR training and qualification exists.

III. RESOURCES & REFERENCES

- A. American Red Cross Focused Updates & Guidelines 2020
<https://www.redcross.org/content/dam/redcross/training-services/course-fact-sheets/American-Red-Cross-Focused-Updates-and-Guidelines-2020.pdf>
- B. Highlights from the 2020 American Heart Association (AHA) guidelines for CPR and ECC:
https://www.altramedical.com/content/Hghlghts_2020_ECC_Guidelines_English.pdf
- C. Best Practices Guide: Fundamentals of a Workplace First-Aid Program
<https://www.osha.gov/sites/default/files/publications/OSHA3317first-aid.pdf>
- D. American National Standards Institute (ANSI) Z358.1-2015 First Aid Kit
Appendix A

IV. RESPONSIBILITIES

A. Departmental Directors and Supervisors Shall:

1. Comply with City of Newport News First Aid/CPR/AED Program at all times.
2. Ensure the availability to their employees of medical personnel for advice and consultation on matters of occupational health.
3. Ensure provisions are made for prompt medical attention in case of serious injury prior to beginning a work project where there is potential for injury. Also must ensure that proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service is available at the worksite.

4. Ensure that an employee who has a valid certificate in First Aid training from the American Red Cross/American Heart Association (or equivalent training) is made available at the worksite to render First Aid/CPR if necessary in the absence of a reasonably accessible infirmary, clinic, hospital, or physician. Directors and/or Supervisors are responsible for ensuring that the appropriate numbers of employees receive training under this program and that those employees' certifications are kept current.
5. Ensure that First Aid supplies are easily accessible when required. First Aid supplies must be adequate, should reflect the kinds of injuries that occur, and must be stored where they are readily available for emergency access.
6. Ensure that worksite First Aid kits are properly stocked according to ANSI Z308.1-2015 (**Appendix A**).

Class A First Aid kits are designed for common workplace injuries such as major and minor wounds, minor burns, eye injuries. Class A First-Aid Cabinets include Bloodborne Pathogen Kits.

Class B First Aid kits are designed for high risk work zones such as construction, utilities, industrial and manufacturing. Suggested for any work zone where personal protective equipment (PPE) is required.

7. Ensure that departmental First Aid programs include specific protocol based on the potential for any and all unique hazards specific to the department.
8. Supervisors are responsible for ensuring that an injured employee receives additional medical treatment if needed.

B. Safety Program Administrator

1. Assist departments in scheduling of First Aid/CPR/AED training classes when requested.
2. Evaluate the First Aid/CPR/AED Program annually.

C. First Aid/CPR Instructors

1. Comply with the American Red Cross First Aid/CPR, American Heart Association, or other recognized National Consensus Standard for Instructor Certification criteria.

D. Employees Trained in First Aid/CPR

1. Attend additional training according to the requirements set forth in **29 CFR 1910.1030**, OSHA's Bloodborne Pathogens standard. See the City of Newport News' Bloodborne Pathogens Exposure Control Plan for additional information.
2. Provide First Aid/CPR treatment in accordance with American Red Cross or American Heart Association training guidelines in workplace emergencies requiring the administration of First Aid/CPR.
3. Check First Aid kits at least monthly to ensure expended items are replaced. Notify supervisors when First Aid kits must be restocked.
4. Ensure a list of current emergency telephone numbers (Police, Fire, EMS, and Poison Control) is available at each applicable worksite.

E. Departments Included in First Aid/CPR Program

All full-time, part-time and temporary employees in job categories listed under this section are included in the First Aid/CPR Program.

Fire Department

Fire Chief	Assistant Fire Chiefs
Fire Marshall	Assistant Fire Marshalls
Deputy Fire Chief	Deputy Fire Marshall
EMS Chief	Fire Battalion Chiefs
Fire Captains	Fire Lieutenants
Fire Prevention Inspectors	Fire Investigators
Firefighter/Medics	

Juvenile Services

Secure Detention Administrator	Administrative Assistant II
Admin Coordinator	Detention Specialists
Community Admin Programs	Compliance Coordinator
Custodian, Lead	Financial Services Analyst
Detention Specialist, Senior	Support Services Supervisor
Director, Juvenile Services	Laundry Workers
Juvenile Services Supervisors	Personnel Coordinator
Stock Clerk II	Training Specialist

Magistrate's Office

Administrative	
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Parks & Recreation

Animal Control Officers	Aquatics Supervisor
Animal Service Technician	Aquatics Operations Coordinator
Aquatics Programs Coordinator	ASST Summer Center Supervisors
ASST Rec Center Supervisors	Bus Driver/Councilors
Athletic Assistants	Concessions Attendants
Chief Ranger	Custodians
Crew Supervisors	Dock Master Assistants
Dock Masters	Facility Assistants
Equipment Operators	Grounds Keepers
Facility Attendants	Marina Attendants
Lifeguards	Mature Adult Center Supervisors
Park Rangers	Ranger Aides
Rec Center Supervisors	Rec Program Leaders
Rec Program Coordinators	Recreation Specialists
Recreation Aides	Recreation Leaders
SAP Aides	SAP Facilitators
SAP Leaders	Shallow Water Attendants
Summer Center Supervisors	Superintendent Animal Services
Therapy Program Councilors	Therapy Program Supervisors
Water Instruction Trainers	Water Safety Aids
Water Fitness Instructors	Water Safety Instructors
Maintenance Grounds Keepers	

Waterworks

Supervisors	Crew Leaders
Laborers	Motor Equipment Operators
Pipe Layers	Maintenance Mechanics
Maintenance Specialist	Security Guards
Water Line Maintenance Technicians	Trades Assistants

Public Works

Administrators	Crew Leaders
Concrete Worker	Motor Equip Operators
Pipe layers	Maintenance Mechanics
Maintenance Specialists	Concrete Specialist

Sewer Maintenance Technicians	Asphalt Finisher
Staff Technician	Technicians

Police Department

Chief	Assistant Chief
Captains	Lieutenants
Sergeants	Police Officers
Police Aides	Forensic Technicians
Property Technicians	Volunteer Law Enforcement
Police Recruits	Parking Enforcement Officers
Evidence Specialists	Staff Technicians
Staff Assistants	Relief Crossing Guards
Crossing Guards	

Sheriff's Department

Sheriff	Chief Deputy Sheriff
Deputy Sheriffs	

Human Services

Child Protective Services	Family Services Aides
Family Services Supervisors	Structural Family Counselor
Family Services Seniors	Parent Educator
Family Services Specialists	

V. GENERAL PROGRAM ELEMENTS

There are a number of elements to include when planning a First Aid training program for a particular workplace. These recommendations are based on the best practices and evidence available at the time this guide was written or revised.

A. Teaching Methods

Employees that require training in First Aid/CPR will receive hands on training and exposure to acute injury and illness situations from a certified First Aid/CPR Instructor. Employees will be trained with particular emphasis on situations likely encountered in their specific workplaces.

Training for first aid is offered by the American Heart Association, the American Red Cross, the National Safety Council, and other nationally recognized and private educational organizations. First-aid courses should be individualized to the needs of the

workplace. Some of the noted program elements may be optional for a particular plant or facility. On the other hand, unique conditions at a specific worksite may necessitate the addition of customized elements to a first-aid training program.

B. Responding to a Health Emergency

The First Aid/CPR training program will include instruction in:

- Injury and acute illness as a health problem
- Interactions with Emergency Medical Services (EMS) personnel
- The principles of triage
- The legal aspects of providing First Aid services

C. Surveying the Scene

The training program will include instruction in the following:

1. The assessment of scenes that require First Aid services including:
 - General scene safety
 - Likely event sequence
 - Rapid estimate of the number of persons injured
 - Identification of others able to help at the scene
2. Performing a primary survey of each victim including airway, breathing, and circulation assessments as well as the presence of bleeding
3. The techniques and principles of taking a victim's history at the scene of an emergency
4. Performing a secondary survey of the victim including assessments of vital signs, skin appearance, head and neck, eye, chest, abdomen, back, extremities, and medical alert symbols.

D. Basic Adult Cardiopulmonary Resuscitation (CPR)

Employees trained in CPR will be certified based on the American Red Cross or American Heart Association certification criteria which normally includes but is not limited to instruction in:

1. Establishing and maintaining adult airway passage
2. Performing adult breathing resuscitation
3. Performing adult circulatory resuscitation
4. Performing choking assessments and appropriate First Aid interventions
5. Resuscitating the drowning victim

E. Basic First Aid Intervention

Training and certification of employees in First Aid procedures will be conducted in accordance with American Red Cross, American Heart Association, or other similar nationally recognized agency's certification criteria.

F. Universal Precautions

Reference the City of Newport News Bloodborne Pathogens Exposure Control Plan for specific procedural and training requirements for employees exposed to bloodborne pathogens. The First Aid/CPR training program will include adequate instruction on the need and use of universal precautions:

1. The meaning of universal precautions, which body fluids are considered potentially infectious, and which are regarded as hazardous.
2. The value of universal precautions for infectious diseases.
3. A copy of the OSHA standard for occupational exposure to bloodborne pathogens or information on how to obtain a copy.
4. The necessity for keeping gloves and other personal protective equipment readily available and the appropriate use of them.
5. The appropriate tagging and disposal of any sharp item or instrument requiring special disposal measures such as blood soaked material.
6. The appropriate management of blood spills.

G. First Aid Supplies/Emergency Eyewash Stations

1. First Aid kits are to be fully stocked and ready for use at all times. First Aid kits will be stocked in accordance with **Appendix A**.
2. Each department is responsible for acquiring and maintaining an adequate number and type of First Aid kits, which is dependent on the number of employees and the work site & operations performed.
3. 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. Eyewash stations shall be installed in work areas where the required hazard assessment demonstrates need.

VI. Automated External Defibrillation (AED)

1. With recent advances in technology, automated external defibrillators (AEDs) are now widely available, safe, effective, portable, and easy to use. They provide the critical and necessary treatment for sudden cardiac arrest (SCA) caused by ventricular fibrillation, the uncoordinated beating of the heart leading to collapse and death.

2. All worksites are potential candidates for AED programs because of the possibility of SCA and the need for timely defibrillation. Each workplace should assess its own requirements for an AED program as part of its first-aid response.

3. **OSHA standards do not currently specifically address automated external defibrillators (AEDs).** However, a number of issues should be considered in setting up a worksite AED program: physician oversight; compliance with local, state and federal regulations; coordination with local EMS; a quality assurance program; and a periodic review, among others.

4. AED familiarization/training on its own **DOES NOT** constitute CPR training & qualification for the purposes of meeting an existing OSHA or other nationally recognized standard that requires an employee to be CPR/First Aid qualified.

5. The Newport News Fire Department has provided a video tutorial for AED familiarization that can be viewed using the QR Code posted next to most AEDs installed in City buildings. If having trouble with the QR code or if different access to the tutorial is needed contact the Safety Program Administrator at safety@nnva.gov or 926-1844.

6. Departments that have AEDs installed in facilities or at work sites shall ensure a competent person is designated to ensure that:

- a. AED is in a visible and unobstructed location
- b. Maintenance and upkeep procedures are performed on each unit in accordance with the manufacturer's manual
- c. Damaged, defective, or used AEDs are reported to Building Services or the Safety Program Administrator to be fixed/replaced.

VIII. Program Review

The Safety Program Administrator will review the First Aid/CPR Program annually. Departments implementing specific First Aid/CPR programs are to evaluate these programs annually as well for effectiveness and adequacy. Training, supplies, equipment, and other current policies will be added or modified to account for posed workplace safety and health hazards, worksite locations, and worker schedules. Upon receiving information that any regulatory or procedural changes have been made that affect the First Aid/CPR Program, the program will be evaluated and updated as necessary.

Appendix A

ANSI Z308.1-2015, TABLE 1: CLASSES OF FIRST AID KITS & REQUIRED SUPPLIES				
First Aid Supply	Minimum Quantity		Minimum Size or Volume	
	Class A Kits	Class B Kits	(U.S.)	(Metric)
Adhesive Bandage	16	50	1 x 3 in.	2.5 x 7.5cm
Adhesive Tape	1	2	2.5 yd. (total)	2.3m
Antibiotic Application	10	25	1/57 oz.	0.5g
Antiseptic	10	50	1/57 oz.	0.5g
Breathing Barrier	1	1		
Burn Dressing (Gel soaked)	1	2	4 x 4 in.	10 x 10cm
Burn Treatment	10	25	1/32 oz.	0.9g
Cold Pack	1	2	4 x 5 in.	10 x 12.5cm
Eye covering (with means of attachment)	2	2	2.9 sq. in.	19 sq. cm
Eye Skin Wash	1 fl. oz. total			29.6mL
		4 fl. oz. total		118.3mL
First Aid Guide	1	1	N/A	N/A
Hand Sanitizer	6	10	1/32 oz.	0.9g
Medical Exam Gloves	2 pair	4 pair	N/A	N/A
Roller Bandage (2 inch)	1	2	2 in. x 4 yd.	5cm x 3.66m
Roller Bandage (4 inch)	0	1	4 in. x 4 yd.	10cm x 3.66m
Scissors	1	1	N/A	N/A
Splint	0	1	4.0 x 24 in.	10.2 x 61cm
Sterile Pad	2	4	3 x 3 in.	7.5 x 7.5cm
Tourniquet	0	1	1 in. (width)	2.5cm (width)
Trauma Pad	2	4	5 x 9 in.	12.7 x 22.9cm
Triangular Bandage	1	2	40 x 40 x 56 in.	101 x 101 x 142cm