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*Please note: This manual is intended to be used as a guide only and not as an authoritative statement of every conceivable step or circumstance which could be expected to manifest itself. This publication and the information contained therein is intended for general information purposes only. Do not substitute it for review of the applicable government regulations and standards, and it should not be interpreted as legal advice or opinion. Readers with specific questions should refer to the cited regulation(s), or consult with an attorney.*
Providing a comprehensive First Aid Program that includes appropriate supplies and training in the workplace is essential to deliver preliminary emergency treatment on site. In the event of a sudden illness or injury, a company representative should be able to perform an initial assessment and have available the necessary equipment to start emergency procedures. Having first aid supplies on hand can help workers stay on the job and keep productive and in certain cases can decrease the severity of the injuries and/or illnesses. More importantly, Acting quickly and delivering appropriate first aid can sometimes mean the difference between life and death.

OSHA REQUIREMENTS FOR FIRST AID:
OSHA does not mandate what first aid items you must have on hand but they do require an employer to have suitable first aid on hand.

OSHA REGULATIONS (STANDARDS-29CFR 1910.151) MEDICAL SERVICES AND FIRST AID – GENERAL INDUSTRY:
“In the absence of an infirmary, clinic, or hospital in near proximity to workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.”

For a full directory of OSHA standards, go to: www.osha.gov (under “Laws & Regulations”).
How do companies determine what they will need for first aid?

**Meeting the ANSI standard: Z308.1-2009**

ANSI is the “American National Standards Institute”. It is a private non-profit organization that oversees and communicates the creation and use of standards and guidelines that touch virtually every business segment. ANSI’s mission is to work with its members to increase global competitiveness and at the same time, create a safe and healthy environment for consumers.

**ANSI Appendix A to § 1910.151 First aid kits (Non-Mandatory)**

First aid supplies are required to be readily available under paragraph § 1910.151(b). An example of the minimal contents of a generic first aid kit is described in American National Standard (ANSI) Z308.1-2009 “Minimum Requirements for Workplace First-aid Kits.” The contents of the kit listed in the ANSI standard should be adequate for small worksites. When larger operations or multiple operations are being conducted at the same location, employers should determine the need for additional first aid kits at the worksite, additional types of first aid equipment and supplies and additional quantities and types of supplies and equipment in the first aid kits.”

**ASSESS YOUR ENVIRONMENT:**
- Identify potential hazards & risks
- Know and understand chemicals used in the workplace
- Evaluate Size and layout of the facility
- Know your workers and their environment

Contact North Customer Service at 800.430.4110
2009 ANSI minimum requirements for workplace first aid kits:

<table>
<thead>
<tr>
<th>Supply &amp; minimum size or volume requirements</th>
<th>Performance req. section</th>
<th>Min. qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absorbent compress, 32 sq. in. (206 sq. cm), with no side smaller than 4 in. (10cm)</td>
<td>6.1.1.1</td>
<td>1</td>
</tr>
<tr>
<td>Adhesive bandages, 1 x 3 in. (2.5 x 7.5 cm)</td>
<td>6.1.1.2</td>
<td>16</td>
</tr>
<tr>
<td>Adhesive tape, 3/8 in. x 2.5 yd. (2.3m total)</td>
<td>6.1.1.3</td>
<td>1</td>
</tr>
<tr>
<td>Antibiotic ointment, 0.14 fl oz (0.5g) application</td>
<td>6.1.1.4</td>
<td>6</td>
</tr>
<tr>
<td>Antiseptic, 0.14 fl oz (0.5g) application</td>
<td>6.1.1.5</td>
<td>10</td>
</tr>
<tr>
<td>Burn treatment, 1/32 oz. (0.9g) application</td>
<td>6.1.1.6</td>
<td>6</td>
</tr>
<tr>
<td>First aid guide</td>
<td>6.1.1.7</td>
<td>1</td>
</tr>
<tr>
<td>Medical exam gloves</td>
<td>6.1.1.8</td>
<td>2 pr.</td>
</tr>
<tr>
<td>Sterile pad, 3 x 3 in. (7.5 x 7.5 cm)</td>
<td>6.1.1.9</td>
<td>4</td>
</tr>
<tr>
<td>Triangular bandage, 40 x 40 x 56 in. (101x101x142cm)</td>
<td>6.1.1.10</td>
<td>1</td>
</tr>
</tbody>
</table>

This standard establishes minimum performance requirements for first aid kits and their supplies that are intended for use in various work environments. Because each work environment is unique, it is expected that the required products will be supplemented with additional supplies and quantities based upon the consultation and recommendation of a person competent in first aid and cognizant of the hazards found in the particular work environment and upon the number of persons who may need first aid at one time. Persons determining the content of first aid kits should additionally consult federal, state and local requirements regarding the types and quantities of material to be included.

ANSI “recommended” items for workplace first aid kits:

- Oral analgesics
- Cold pack
- Antibiotic ointment
- Eye covering
- Bandage compress
- Eye wash
- Breathing barrier
- Roller bandage
- Burn dressing
- CPR/barrier/mask

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Recognizing and assessing hazards and risks

Recognizing the hazards

Begin by reviewing safety procedures, equipment and employee behavior’s in the workplace. To identify hazards, understand the risks associated with the specific equipment, chemicals and environment of the workplace. Consult with experts in your field, the employees who perform the tasks and state or local officials to determine additional requirements or needs. Ask the question, "Does this job, activity, or situation have the potential to endanger?". When assessing any job or situation, ask "What if?".

To make the job of identifying hazards in the workplace easier, prepare and develop the process by identifying:

1. All activities involved in work processes and tasks
2. Who is involved in those activities
3. Products, equipment and materials that are used
4. These include: Chemical, physical, biological and psychological hazards

Finally, make a list of all the hazards at the workplace. Once the hazards have been determined, understand what emergencies may arise, how to initially treat wounds and develop a plan to communicate a course of action and safety program to the employees.
Assess the hazards

1. What is the history of illness and injury at your facility?
2. Were incidents properly documented and data collected?
3. What is the nature of the hazards and how often could they occur?
4. Understand hazards in various areas of the facility (Office, Lab, Warehouse, Manufacturing).

Assess the risks
For risk assessment purposes, you should gather and evaluate the information on your workplace hazards, potential for hazards and illness and then you can cross reference them to company data on past worksite incidents to design your first aid program. Understanding your worksite, its people and potential for harm is the first step in implementing a program to fit the overall needs of your site and employees.

Next, design your program.

First Aid and Safety Needs Assessment Checklist:
Perform the walk through using the First Aid and Safety Needs Assessment Checklist.

- Walk through should be performed with the appropriate personnel.
- Use the check list as a guide to document needs, assess work environments and make notes.
- Implement a schedule and assign personnel to perform periodic walk-throughs to spot changing needs in the environment.

RISKS DEFINED
Risks are what, in your work environment, could cause harm to people, so that you can weigh whether you have taken enough precautions or if you should do more to prevent harm. It is the loss resulting from (internal or external) inadequate or failed process, people or systems.
Putting together a winning plan

Understanding your company’s needs and requirements and communicating those needs with proper training will help to ensure compliance and foster a safe work environment. Design a program that includes training, systems and policies as well as appropriate first aid products to handle illnesses and emergencies in your facility.

1. Designate appropriately trained personnel to handle emergencies
2. Develop First aid manuals, signs and data sheets including workplace standards, policies and procedures
3. Determine type and quantity of First Aid Supplies needed
4. Where to place first aid items (kits, Redi-care bags, CPR, etc)
5. Training and education
6. Track, document and communicate needs, issues and incidents across all channels
1. **Trained personnel:**
   - Assign responsibility to appropriate personnel
   - Schedule training for CPR, First Aid and company procedures for handling emergencies
   - Train employees on all state & local regulations, laws and guidelines

2. **First aid manuals, signs and data sheets:**
   - Display signs for safety, first aid and hazards in prominent locations (refer to state requirements for certain signage regarding hazards and safety)
   - Provide first aid manuals and guides to appropriate personnel
   - Store incident reports, safety data sheets and assessments in an easily accessible locations

3. **First aid supplies:**
   - Perform assessment and determine first aid needs
   - Refer to local and state laws when applicable
   - Devise a system or utilize a third party to replenish supplies

4. **Quantity/type/location:**
   - Utilizing the First aid check list and assessment, supply the appropriate amount of first aid supplies for your work environment, number of employees and anticipated need
   - Plan for the unexpected and have more than sufficient supplies on hand
   - Mount first aid stations, Redi-care bags and first responder bags in easily accessible locations

5. **Training and education:**
   - Develop a comprehensive safety training and educational program or enlist the help of an outside vendor to design a company specific training for your workforce
   - Hold employees accountable towards maintaining a safe work environment where company policies and safety procedures are adhered to

6. **Track, document and Communicate:**
   - Document all workplace hazards, previous incidents and injuries
   - Communicate potential risks and hazards to management and employees (regularly)
   - Track reoccurring incidents and develop a corrective action plan or program for improvements