



FIRST AID AWARENESS

Innovations Manufacturing, Inc. (the Company)

Version: 2

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Purpose

The purpose of this program is to establish the minimum first aid supplies, equipment, and actions to properly respond to injuries that occur on Company premises.

Scope

This program is applicable to all Company employees while engaged in work at Company owned or operated facilities and/or facilities operated by others.

Responsibilities

- It is the responsibility of the safety Director to ensure that first aid kits are provided and maintained.
- All employees are responsible for using first aid materials in a safe and responsible manner.
- The Safety Director is responsible for corresponding with the Red Cross or an equivalent to keep employee training levels current if the distance from emergency medical services requires training.

Requirements

Planning

The site manager will:

- Ensure that a minimum of one employee, with a valid certificate, shall be present to render first aid at all times work is being performed if medical assistance is not immediately available within 3-4 minutes.
- Ensure adequate first aid supplies and equipment are easily accessible.
- Ensure that in areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances to be used are posted on the first aid station.

Medical Response

All minor first aid is to be self-rendered. Because of the risks presented by certain bloodborne pathogens, no one is allowed to tend to the minor injuries of another worker.

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid shall be available to render first aid. A valid certificate in first-aid training must be obtained from the American Red Cross or equivalent entity that can be verified by documentary evidence.

Employees authorized to render first aid will always observe universal precautions. (Universal Precautions means that the aid giver treats all bodily fluids as if they were contaminated).

If 911 is not available, refer to the list of posted emergency phone numbers located on the solution center and the safety wall for prearranged medical response providers. All Company authorized first responders shall have a cell phone as a means of communication; otherwise, stationary telephones shall be used as a means of communication.

Supplies and Equipment

First aid supplies shall be easily accessible when required. Always follow the manufacturer's instructions when using first aid materials.

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All Company first aid kits must contain appropriate items determined to be adequate for the environment in which they are used and if at an outdoor site are stored in a weatherproof container with individual contents sealed from the manufacturer for each type of item.

The Company is responsible to ensure the availability of adequate first aid supplies and to periodically reassess the availability for supplies and to adjust its inventories. First Aid kits are to be inspected:

- On the first working day of each quarter to verify that they are fully stocked and that no expiration dates have been exceeded, and
- Before being employed into operations
 - Replace any items that have exceeded their expiration dates or that have been depleted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, a safety shower and/or eye wash (suitable facilities) or other suitable facilities shall be provided within the work area. Ensure expiration dates are checked and water used in storage devices is sanitized.

Transportation

Based on the first responder's assessment of the injuries involved, decide whether the injured requires to be taken directly to a hospital's emergency room, occupational medicine provider or administer first aid on location only.

Examples of serious injuries that result in the injured being transported to a medical provider are those resulting in severe blood loss, possible permanent disfigurement, head trauma, spinal injuries, internal injuries, potential fracture(s), and/or loss of consciousness. Keep in mind that the needs and wellbeing of the injured are the first priority.

Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided. Choices to consider include: private automobile, company vehicle, helicopter, EMS vehicles including Medi-vac helicopters, or any other transportation that can provide safe transportation to the hospital or doctor's office in order to provide medical attention to the injured in the quickest manner without any additional complications or injuries to the injured employee.