



FIRST AID



Purpose

The purpose of this program is to establish the minimum first aid supplies, equipment and actions necessary to properly respond in the event of an injury and to comply with federal regulations, OSHA's 29 CFR 1910.151 standard.

Scope

This program is applicable to all Arrow S Energy Operating (the company) employees while engaged in work on behalf of the company. In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. When work is performed by a contractor on a company site, the contractor's program shall take precedence. However, this program may be adopted for use by contractors who do not have a formal First Aid Program.

Responsibilities

All workers:

- Are responsible for using first aid materials in a safe and responsible manner.

HSE Director:

- Is responsible for corresponding with the Red Cross or an equivalent body to keep employee training levels current.
- Ensure the telephone numbers of the physicians, hospitals, or ambulances to be used are available for all areas where work is being performed on behalf of the company.

Site supervisor:

- Ensure adequate first aid supplies and equipment are easily accessible when required.
- Ensure that a minimum of one employee, with a valid first aid training certificate, shall always be present to render first aid if medical assistance is not available within 3-4 minutes of the job site.
- Ensure that prompt medical attention provisions have been made prior to commencement of a project, including transportation in case of serious injury.

Requirements

Medical Response

All minor first aid cases such as small wounds, including minor scrapes, burns and cuts, or other small injuries, which most often have no lasting consequences are to be self-rendered. Because of the risks presented by certain bloodborne pathogens, no employee is allowed to render aid to the minor injuries of other employees.

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 at the worksite to render first aid. A valid certificate in first-aid training must be obtained from the U.S. Bureau of Mines, the American Red Cross or equivalent training 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 phone numbers for prearranged medical response providers. All Arrow S Energy Operating authorized first responders shall have a cell phone as a means of communications, otherwise handheld radios or 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 the supplies in the first aid kit.

All Arrow S Energy Operating first aid kits contain appropriate items determined to be adequate for the environment in which they are used and if on a field site are stored in a weatherproof container with individual contents sealed in original packaging from the manufacturer for each type of item. Bulk containers with unpackaged individual medication such as ibuprofen are not allowed in company first aid kits.

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

- On the first working day of each month to verify that they are fully stocked and that no expiration dates have been exceeded, and
- Before being sent out to the field, and
- 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.

Each first aid kit shall be equipped with protective gloves.

An assessment of the material or materials used shall be performed to determine the type of flushing/drenching equipment required. At company job sites, portable or temporary eyewash stations must be established, available for use and in proper working condition prior to the use of corrosive materials.

Transportation of the Injured

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

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 or any other transportation that can provide safe transportation to the hospital or doctor's office to provide medical attention to the injured in the quickest manner without any additional complications or injuries to the injured employee.



Transportation needs must be preplanned and coordinated with the transportation provider prior to an incident requiring such service.

Training

Volunteers or selected employees will be trained by the American Red Cross or equivalent in CPR and first aid.