



1.0 Scope and Application

This policy has been developed to specify the conditions under which first aid is rendered to employees, who may perform first aid measures, and the procedures to follow when first aid is administered. This policy applies to all employees and complies with Chapter 32 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Commerce and 29 CFR Part 1910.151 (First Aid) as promulgated by the U.S. Occupational Safety and Health Administration.

Department Heads will designate a sufficient number of employees to be trained in rendering first aid if medical help cannot be provided to an injured employee within four (4) minutes of an accident resulting in a critical injury, or within fifteen (15) minutes of an accident resulting in a serious non life-threatening injury.

2.0 Responsibilities

Risk Manager:	Support and management of this policy.
Department Heads:	Designate first aid responders as required. Maintain list of first aid responders and certifications. Ensure recertifications are obtained.
Supervisors:	Ensure policy is adhered to by all employees. Replenish supplies.
Employees:	Follow procedures contained in this policy. Report all injuries.
Responders:	Follow procedures and training requirements contained in this policy and all provisions of the County's Bloodborne Pathogens Policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Policies and Requirements

This policy represents minimum requirements related to first aid activities. Departmental procedures are required to be developed that contain more detailed instructions such as who to contact for medical emergencies and the methods used to contact first aid personnel.

4.0 Definitions

None.



5.0 Training

All employees will receive training in this policy at their time of assignment and whenever this policy is revised. Designated first aid responders must be trained and certified by an agency or person authorized to provide first aid training prior to their assignment. Cardiopulmonary Resuscitation (CPR) is a recommended element of first aid training.

All confined space Entrants, Attendants, and Supervisors, as authorized by the County's Confined Spaces Policy, are required to receive first aid and CPR training.

The County's preferred training provider is the American Red Cross but departments may use alternative sources such as in-house staff, provided such sources are qualified to perform the training provided. First aid training recertification shall be at intervals specified by the original training provider but in no case shall recertification exceed three (3) year intervals or one year for CPR, if included as an element of the first aid training.

6.0 Documentation Requirements

A listing of all designated first aid responders within each department shall be maintained and copies of past and current training certifications shall be kept on file and be made available.

7.0 Designation of First Aid Responders

Department Heads shall designate a sufficient number of first aid responders within their department if medical assistance cannot be provided to employees within the allotted time frames specified in the scope of this policy. Employees will be asked to volunteer for such assignment. In the event a sufficient number of volunteers cannot be obtained, supervisory staff shall be assigned first aid response duties.

8.0 Relationship To Bloodborne Pathogens

Designated first aid responders may come into contact with blood or other potentially infectious materials. As such, first aid responders must be enrolled in their Department's Bloodborne Pathogen's Exposure Control Plan which provides for annual training in the methods employees can use to protect themselves from bloodborne pathogens. The program also provides that first aid responders be given the opportunity to receive a vaccine for the Hepatitis B virus. See the Bloodborne Pathogens Policy for more details.



9.0 First Aid Kits

Each department that is required to provide first aid responders shall provide adequate and appropriate first aid kits and/or supplies. These supply kits shall be inspected on a monthly basis and be periodically replenished.

10.0 Rendering of First Aid

First aid shall only be provided by trained and designated first aid responders. If provided, all first aid should be rendered in designated areas as specified by the Department Head such as a first aid room, infirmary, etc. provided that the victim can be moved to that location without incurring further injury. If this is not possible, first aid should be rendered on the spot.

11.0 Serious Injury

In the event of serious injury, request medical help immediately by calling 911. Do not move the injured person unless absolutely necessary. Wait for medical help to arrive.

12.0 Reporting of Accidents, Injuries or Illnesses

A Kenosha County “Accident / Injury Report” is required for all job-related injuries, including those ‘minor’ injuries that do not require immediate medical attention and do not result in lost time. This report must be completed and submitted to the Personnel Department within twenty-four (24) of the injury or illness.

A “Worker’s Compensation Claim Form” is also required once professional medical care is sought. This claim form must be completed by the employee, supervisor and treating physician and must be submitted immediately following the first medical appointment. Untimely claim forms may result in a suspension of benefits including wages. Forms can be obtained from the employing department or the Personnel Office.

Notwithstanding the 24-hour form submittal requirement, the personnel department shall be contacted immediately in the following cases:

- Serious injury.
- Injuries requiring hospitalization.
- Death.
- Loss of consciousness.

End Policy