



FIRST AID AND MEDICAL TREATMENT PROGRAM

I. POLICY

Southern Global Safety Services, Inc. (SGSS) shall insure all employees are trained on the location and use of the Company First Aid Kits for non-emergency treatment, emergency and non-emergency treatment communication and protocol, emergency contact information, types of minor/major wound treatments and location and use of emergency eyewash stations and showers.

II. RESPONSIBILITIES

Southern Global Safety Services, Inc. Project Managers/Supervisors are all First Aid/CPR trained. SGSS maintains a First Aid Kit at all Regional Office locations, in each Company Vehicle, and at all Project Sites. The provided First Aid Kits are for use in the treatment of minor scratches, burns, cuts, headaches, nausea, and other minor injuries. Ask your Project Manager/Supervisor to show you the location of the nearest First Aid Kit. Inform your Project Manager/Supervisor if you need to use the First Aid Kit as training is required, supplies utilized must be replenished, and a usage log must be maintained. The SGSS Health and Safety Manager is responsible for maintaining the overall effectiveness of this Program.

III. COMPANY NOTIFICATIONS

If you sustain a work related injury or illness that requires professional medical assistance, notify your Project Manager/Supervisor immediately and let him/her know before you receive this assistance. If you fail to notify your Project manager/Supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

If First Aid is administered by someone other than an SGSS Project Manager/Supervisor, provide any First Aid details to the Project Manager/Supervisor for the completion of the accident investigation report.

IV. EMERGENCY TREATMENT

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance. Employees shall be transported by Facility Emergency Responders or Commercial Emergency Responders

V. EMERGENCY PHONE NUMBERS

The Project Manager/Supervisor will insure the Job Specific Emergency Numbers are posted in a conspicuous location and shall inform all Project Employees of the location. Facility Emergency Number as well as Commercial Emergency number will be posted, as shown below:

Safety & Health Manager: Job Specific (JS) **Poison Control:** (JS)
First Aid: (JS) **Fire Department:** (JS)
Ambulance: (JS) **Police:** (JS)
Medical Clinic: (JS)
Clinic Address: (JS)

VI. MINOR FIRST AID TREATMENT

First Aid Kits are stored in the Company Vehicles, Regional Office Locations, and Project Offices. If you sustain an injury, or are involved in an accident requiring minor first aid treatment:

- inform your Project Manager/Supervisor immediately,
- administer first aid treatment to the injury or wound under the direction of an SGSS Manager/Supervisor or a trained First Aid individual, and
- if a First Aid Kit is used, indicate usage on the accident investigation report.

The assortment of required first aid items listed below was developed based on the treatment for the following potential injuries: major wounds, minor wounds (cuts

and abrasions), minor burns and eye injuries. The following includes minimum requirements from ANSI Z308.1-2003.

Quantity	Supplies
1	Absorbent Compress, 32 sq. in. with no side smaller than 4 in.
16	Adhesive Bandages 1"x 3"
6	Adhesive Bandages 2"x 4.5"
12	Antibiotic Ointment
10	Antiseptic Wipes
1	Bandage Compress 4"x 4" Pad
2	Bandage Compress 3"x 3" Pad
4	Bandage Compress 2"x 2" Pad
1	Blood Borne Pathogen kit – Gloves, Gown, Face Shield, Masks, and eye Protection
12	Burn/First Aid Ointment
2	Cold Pack Disposable 4"x 5"
2	Combine Pad 5"x 9"
2	Eye Pads with means of attachment
1	Eye Wash 1 oz.
8	Fingertip Bandages
1	First Aid Guide
4	Gauze Compress 3"x 3"
4	Gloves
8	Knuckle Bandages
10	PVP Iodine Swabs
1	Scissors
1	Splinter Forceps
10	Sting Relief Wipes
2	Tape 1/2"x 2.5yds.
1	Triangular Bandage 40"x 40"

It is important to note that each workplace is unique and, therefore, additional first aid products should be selected to augment required contents based on the particular work environment.

Access to a First Aid Kit is not intended to be a substitute for medical attention.

Project Manager/Supervisor will ensure that a portable eye and body wash is located at the project site.

VII. NON-EMERGENCY MEDICAL TREATMENT

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your Project Manager/Supervisor,
- Proceed to the posted medical facility. Your Project Manager/Supervisor will assist with transportation, if necessary, and
- Provide details for the completion of the accident investigation report.

VIII. EMERGENCY MEDICAL TREATMENT

If you sustain a severe injury requiring emergency treatment:

- Call for help and/or seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

IX. FIRST AID TRAINING:

Each employee will receive assistance from his or her Project Manager/Supervisor on our first aid procedures. All SGSS Project Managers/Supervisors are First Aid/CPR Trained.

X. MINOR/MAJOR WOUND TREATMENT

Minor Cuts, lacerations, abrasions, or punctures:

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding:

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

Broken Bones:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, “splint” the injured area. Use a board, cardboard, or rolled newspaper as a splint. Seek Medical Attention
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Burns Thermal (Heat):

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot-dry the area and cover it using sterile gauze or a clean cloth.

Burns Chemical:

- Flush the exposed area with cool water immediately for 15 to 20 minutes.
- Seek Medical Attention

Eye Injury Small Particles:

- Do not rub your eyes.

- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Eye Injury Large Particles:

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.
- Seek Medical Attention.

Eye Injury Chemical:

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.
- Seek Medical Attention.

Neck and Spine Injury

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.
- Seek Medical Attention

Heat Problems:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cool place with the feet raised.
- Seek Medical Attention

XI. EMERGENCY EYEWASH AND SHOWERS

For emergency showers and eyewash stations to be effective, the American National Standards Institute (ANSI) Standard for Emergency Eyewash and Shower Equipment (ANSI Z358.1-2004) recommends that the affected body part must be flushed immediately and thoroughly for at least 15 minutes using a large supply of

clean fluid under low pressure. Water does not neutralize contaminants; it only dilutes and washes them away. As a result, large amounts of water are needed.

However, other references recommend a minimum 20-minute flushing period if the nature of the contaminant is not known. The flushing or rinsing time can be modified if the identity and properties of the chemical are known. For example:

- a minimum 5-minute flushing time is recommended for mildly irritating chemicals,
- at least 20 minutes for moderate-to-severe irritants,
- 20 minutes for non-penetrating corrosives, and
- at least 60 minutes for penetrating corrosives.

Non-penetrating corrosives are chemicals that react with human tissue to form a protective layer, which limits the extent of damage. Most acids are non-penetrating corrosives. Penetrating corrosives, such as most alkalis, hydrofluoric acid and phenol, enter the skin or eyes deeply. Penetrating corrosives require longer water flushing (a minimum of 60 minutes) than non-penetrating corrosives (a minimum of 20 minutes).

In all cases, if irritation persists, repeat the flushing procedure. It is important to get medical attention as soon as possible after first aid treatment has been administered. A physician, familiar with procedures for treating chemical contamination of the eyes and body, should be consulted.

Where should the emergency equipment be located?

To be effective, the equipment has to be readily accessible. ANSI recommends that a person be able to reach the equipment in no more than 10 seconds. In practical terms, consider that the person who needs the equipment will be injured, and may not have use of their vision. Recommendations for this distance in linear terms range from 15 to 30 meters (50 to 100 feet).

However, the "10 second" rule may be modified, depending on the potential effect of the chemical. Where a highly corrosive chemical is used, an emergency shower and eyewash station may be required to be located within 3-6 meters (10-20 ft) from the hazard. These units should be installed in such a way that they do not become contaminated by corrosive chemicals used nearby.

The location of each emergency shower or eyewash station should be identified with a highly visible sign. The sign should be in the form of a symbol that does not require workers to have language skills to understand it. The location should be well lit.

Other recommendations include that the emergency shower or eyewash station should:

- be located as close to the hazard as possible,
- not be separated by a partition from the hazardous work area,
- be on an unobstructed path between the workstation and the hazard (workers should not have to pass through doorways or weave through machinery or other obstacles to reach them.),
- be located where workers can easily see them, preferably in a normal traffic pattern,
- be on the same floor as the hazard (no stairs to travel between the workstation and the emergency equipment),
- be located near an emergency exit, where possible, so that any emergency response personnel can reach the victim easily,
- be located in an area where further contamination will not occur,
- provide a drainage system for the excess water (remember that the water may be considered a hazardous waste and special regulations may apply),
- not come into contact with any electrical equipment that may become a hazard when wet, and
- be protected from freezing when installing emergency equipment outdoors.

Project Managers/Supervisors are responsible for ensuring that the aforementioned items are located at the project site, and that all employees are trained in the use of the equipment. Report all accidents or injuries to your immediate Project Manager/Supervisor, or the Health and Safety Manager, Mr. Kevin M. Banks.