

**COUNTY OF RIVERSIDE  
STANDARD SAFETY OPERATIONS MANUAL**

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<b>DOCUMENT NUMBER:</b>	7001	<b>DATE ISSUED:</b>	03/01/97
<b>SUBJECT:</b>	MEDICAL SERVICES (FIRST AID/CPR)	<b>EFFECTIVE DATE:</b>	03/01/97
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**PURPOSE:** The California Code of Regulations, Title 8, General Industrial Safety Orders, Sections 3400 and 1512 set forth the requirements for Medical Services and First Aid, including CPR. This program establishes the Riverside County Medical Services and First Aid Program according to California statutes.

**POLICY:** To ensure County Employees who are injured on the job have an adequately trained person in first-aid and CPR, availability of first aid supplies, and emergency transportation to medical facilities.

**OBJECTIVE:** To maintain Riverside County Employees safety and health, define the guidelines for Medical Services and First Aid requirements for all Departments / Agencies / Districts, and to assure compliance with regulatory requirements.

**SCOPE:** All County Employees requiring Medical Services and/or First Aid on the job.

**REFERENCE:** California Code of Regulations, Title 8, General Industry Safety Orders, Sections 3400 and 1512, Riverside County Safety Manual Document 7002 pages 25 & 26.

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**I. INTRODUCTION**

Although every effort is made to prevent on the job injuries, and illnesses, they still occur. The following guidelines are designed to help you put together a plan and materials to handle any on the job injury or illness.

**II. RESPONSIBILITIES**

A. Department/Agency/District Head

1. Ensure compliance with the first aid/CPR program in the Department/Agency/District.
2. Ensure that a person or persons are adequately trained to render first aid and CPR. If an Automatic External Defibrillator (AED) is on premise, those certified in CPR must also be certified for use of the AED.
3. Ensure that first aid supplies and appropriate personal protective equipment are readily available and are approved by consulting physicians.

B. Supervisors

1. Ensure that provisions and procedures contained in these guidelines are fully met and all necessary documentation is used and maintained.
2. Ensure that injured employees are given proper first aid.
3. Ensure that all necessary medical services and first aid supplies are available.

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**II. RESPONSIBILITIES - continued**

4. Correct any unsafe condition that may cause injury.
  5. Obtaining proper medical attention for injuries beyond first aid.
- C. Employee will:
1. Report all injuries regardless of severity.
  2. Report all unsafe conditions that may cause injury.
  3. Work in a safe manner

**III. FIRST AID AND CPR/AED TRAINING**

The person or persons designated to render first aid on the job will be trained at or above a standard first aid course. The current reference is the **American Red Cross (ARC) Standard First Aid/CPR Course**. Courses shown to be equivalent are also accepted. Per Cal/OSHA ,adult CPR is required as a minimum. Omitting the course would fail the ARC equivalency requirement. If an Automatic External Defibrillator (AED) is available on premise, the person(s) designated to render first aid on the job will also be certified in the use of the AED.

It is recommended that at least two persons, trained in first aid and CPR, be assigned to each work site. Also, the names of the person or persons trained to render first aid should be included in your Department/Agency/District Emergency Action Plan.

The Riverside County Safety Office is available to train the people who are selected to render First-Aid and CPR with or without AED certification.

**IV. FIRST AID MATERIAL REQUIREMENTS**

Per Cal/OSHA, there will be adequate first-aid materials approved by a consulting physician readily available for employees on every job. Such materials will be kept in a sanitary and usable condition.

Every County facility should have at least one first-aid kit readily available which contains only approved materials. Each first-aid kit should have a letter from Human Resources / Safety Office with the list of approved materials as required by the County of Riverside Public Health Department Director (see Appendix B). No materials are allowed to be kept in the first aid kit except those authorized in the letter. The first aid kit contents will be checked regularly; it's recommended that this be done monthly and documented.

Some organizations will need to have more than one first aid kit depending on the number of employees at each location.

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**IV. FIRST AID MATERIAL REQUIREMENTS - continued**

If the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body will be provided. These must be within the work area for immediate emergency use. The quick drenching and the flushing facilities are required to be within ten seconds of the work areas. These stations should be tested monthly to ensure they remain in good working condition.

Stretchers and blankets or other adequate warm covering are required if an ambulance service is not available within thirty minutes under normal conditions to any work location.

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**APPENDIX A  
DEFINITIONS**

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**DEFINITIONS**

**Appropriately Trained Person:** A physician or registered nurse currently licensed in California or a person possessing a current certificate (Training within the past three years or as specifically stated on the certificate) from the American National Red Cross or equivalent training that can be likewise verified.

**Emergency Medical Services:** The communications, transportation, medical, and related services, such as first aid, rendered in response to the individual need for immediate medical care to reduce or prevent suffering and disability and reduce the incidence of death.

**First Aid:** The recognition and prompt care of an injury or sudden illness prior to the availability of medical care by licensed health-care personnel.

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**APPENDIX B  
DOCTOR APPROVAL  
LETTER**




COUNTY OF  
**Riverside**  
HUMAN RESOURCES  
**2001 Winner IPMA Award for Excellence**

**RONALD W. KOMERS, IPMA-CP**  
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Human Resources Director

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**BARBARA OLIVIER, SPHR**  
Asst. Human Resources Director


July 21, 2005

TO: Agencies and Department Heads  
FROM: Mark Carleson, County Safety Manager   
RE: Approved First-Aid Kit Materials

It is the practice of the County of Riverside, as well as policy, for all Agencies and Departments to have First-Aid kits readily available for their employees at their work place, including branch offices and remote operations.

California Code of Regulations, Title 8 GISO 3400 (c), requires that a list of items contained in the kits be approved by a consulting physician and that they be periodically inspected and replenished as necessary. Joseph Cummings, M.D., Medical Director of Employee Health, County of Riverside approves the following list of components. Please do **not** alter items in the kit.

**ADMINISTRATIVE and/or SMALL TRUCK FIRST-AID KIT**



1 pkg.	Adhesive Tape, ½", two in pkg.
1 pkg.	Alcohol Wipes, Prep. Pads, Sterile, four in pkg.
2 pkg.	Bandage, Band-Aid, Plastic Adhesive, 1" x 3", sixteen in pkg.
1 pkg.	Bandage, Compress, 2" Telfa, four in pkg.
1 pkg.	Bandage, Compress, 4" Telfa, one in pkg.
1 pkg.	Bandage, Compress, 36" x 36", one in pkg.
1 pkg.	Bandage, Triangular, 40, one in pkg.
1 pkg.	Eye Wash, Neutralizing, ½ oz w/ two eye pads
1 pkg.	Insect Swabs, Insect Sting Relief, ten in pkg.
1 pkg.	Iodine Swabs, PVP ten ea. ½ cc. per swab, ten in pkg.
1 pkg.	Antiseptic wipes, 4 pads per pkg.
2 prs.	Synthetic gloves – blue, Nitrile (placed in a sandwich bag).
1 pkg.	Disposable breathing barrier, one per pkg.
1 pair	Scissors
1 pair	Tweezers

**10 PASSENGER BUS or VAN FIRST-AID KIT (required by Calif. Highway Patrol)**

1 pkg.	Bandage, Band-Aid, Plastic Adhesive, 1" x 3", sixteen in pkg.
1 pkg.	Bandage, Compress, 2" Telfa, four in pkg.
1 pkg.	Bandage, Compress, 3" Telfa, two in pkg.
1 pkg.	Bandage, Compress, 4" Telfa, one in pkg.
1 pkg.	Bandage, Compress, 40" Triangular, one in pkg.
1 pkg.	Bandage, Roller Gauze, 2 x 6 yds, two in pkg.
1 pkg.	Bandage, Compress, Yard Square Gauze, one in pkg.
1 pkg.	Bandage, Compress, 24" x 72" Gauze, one in pkg.
1 pkg.	Pads, Compress, 3" x 3" Gauze, four in pkg.
2 prs.	Synthetic gloves – blue, Nitrile (placed in a sandwich bag).
1 pkg.	Disposable breathing barrier, one in pkg.
1 ea.	First-Aid Instructions
1 pair	Scissors
1 pair	Tweezers

It is **mandatory** that a copy of this list be placed inside your First-Aid kit. In this way, when the kit is inspected, missing items can be ordered and replenished as required. Someone should be assigned the responsibility of inspecting and ordering items needed for these kits.

**Safety Division**

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