

## **N. FIRST-AID, CPR, AED, AND OTHER EMERGENCY TREATMENTS**

All employees are afforded prompt first aid treatment of injuries or illnesses by ensuring that emergency services are within reasonable proximity of the worksite. The purpose of this element is to instruct employees on the proper procedure in the event of an accident or illness.

In workplaces where serious injuries or accidents are possible (such as those involving falls, suffocation, electrocution, or amputation), emergency medical services must be available within 3-4 minutes. If emergency care is not available within the appropriate timeframe, employee(s) are adequately trained to provide first aid and CPR. These employees are designated as first responders and are provided with the appropriate first aid supplies or protective equipment. For worksites that rely solely on assistance from outside emergency responders, appropriate steps are taken to ascertain that emergency medical assistance will be promptly available when an injury or illness occurs.

To ensure a quick response for medical emergencies, Capitol Police has been designated as first responder for applicable DGS employees. Capitol Police receives training in first aid and/or CPR by an approved organization, the American Red Cross. Refresher training is provided by the agency consistent with the requirements of the certification. Capitol Police are also required to have annual training regarding bloodborne pathogens and universal precautions.

Employees are to take the following steps in the event of a medical emergency:

- Dial 911.
- Have someone else dial 911 if unable to leave the injured person.
- Follow the instructions of the 911 dispatcher or other emergency services personnel.

Employees are made aware of the locations of the first aid kits by their supervisor. Periodically, supplies in the first aid kit will be checked and replenished as necessary by supervisors. Supervisors ensure that the first aid kits are maintained and have the correct type and quantity of supplies for the number of employees on site and for the type of work being performed.

If an employee requests medical treatment of a non-emergency sort, they are taken to a local emergency room or a Panel of Physicians doctor depending on the nature of the injury. The manager/supervisor or other designated employee ensures that the employee is transported and accompanied, if appropriate, to the medical facility. The manager or supervisor immediately notifies the employee's emergency designee or contact when necessary. Most employees have provided emergency contact information which is available by contacting the Human Resource Office.

First aid and emergency treatment procedures are provided during new employee orientation and sent to employees annually; documentation of this communication is kept on file for the current fiscal year and previous two.

The Safety Coordinator reviews the following on an annual basis to determine the adequacy and effectiveness of the program:

- That employee procedures training/notifications have been provided, and
- That appropriate personal protective /emergency equipment are provided and maintained.

### **First Responders for Medical Emergencies**

Capitol Police is the designated first response provider for applicable employees in the Department of General Services.

**Always call 911 in the event of any emergency. The dispatcher will contact Capitol Police immediately if you are calling from an area under their jurisdiction.**