

Section 5

Medical Services and First Aid

5.1 Scope

This section sets forth the requirements for emergency medical services and first aid for all personnel at Bureau of Reclamation (Reclamation) facilities and operations. It also applies to all contractor operations unless other specific plans have been made to address site-specific conditions and have been mutually agreed to in writing. Reclamation facilities with medical staff on site will evaluate how many people trained in first aid are needed and how many first aid supplies are needed.

5.2 General Requirements

Emergency medical services must be readily available for employees, and employees must know how and where to access the services or supplies.

5.2.1 Communication

Ensure that there are reliable means of communication (land line, cell phone, radio, or satellite phone) to contact emergency medical facilities and conspicuously post emergency phone numbers.

5.2.2 Signage

Clearly indicate the location of first aid kits or stations with posted signs.

5.2.3 Medical Emergencies

Supervisors shall provide specific guidance and training on actions to take in response to a medical emergency.

5.2.4 Safety Showers and Eyewash Facilities

Ensure that suitable facilities for quick drenching or flushing (e.g., eyewash, shower) are provided within the work area where employees may be exposed to corrosive materials. Safety showers and eyewash facilities should comply with ANSI 358.1 requirements for inspection, tepid water, flow rate, and installation.

5.3 Responsibilities

5.3.1 Regional/Area Managers

5.3.1.1 Shall ensure that the general requirements listed in paragraph 5.2 are met.

5.3.1.2 Shall ensure that adequate first aid supplies are available and personnel are adequately trained to render first aid.

5.3.1.3 Shall ensure an assessment is completed to determine the number of employees to be trained to administer first aid and cardiopulmonary resuscitation, (CPR), with a minimum of one employee per shift. The assessment will include analysis of the types of injuries and illnesses, hazardous operations, the work environment, and site configuration.

5.3.2 First-Line Supervisors

5.3.2.1 Shall ensure that each job hazard analysis (JHA) details how anticipated medical emergencies will be addressed when employees are working in the field.

5.3.2.2 Shall ensure that one or more employees in the work group and all field staff are trained in first aid and CPR.

5.3.3 People Doing the Work

5.3.3.1 Shall attend first aid and CPR training if assigned.

5.3.3.2 Will have access and the capability to effectively use communication devices available at the work site.

5.4 Training Requirements

Employee training intervals for first aid and CPR must be in accordance with the recommendations of a nationally recognized first aid and CPR organization.

5.4.1 Communication Devices

Employees must be trained on any communication devices they are expected to use during a medical emergency.

5.4.2 Proficiency Qualification

In isolated or remote work locations, all employees must be qualified to administer first aid and CPR.

5.5 Hazard Identification, Assessment, and Safety Measures

5.5.1 First Aid Supplies

On projects with fewer than 100 people, typical first aid supplies (see paragraph 5.6) must be provided and accessible. At least one full kit must be provided for every 25 employees.

5.5.2 Additional First Aid Supplies

For larger operations (operations involving more than 100 people) or when multiple operations occur at the same location, supervisors must determine the need for additional first aid kits at the work site. The supervisor must choose first aid supplies in consultation with safety personnel assigned to the cover the site or a person competent in first aid and knowledgeable about the hazards of that workplace.

5.5.3 Vehicle First Aid Supplies

Government-owned large vehicles (greater than 10,000 Gross Vehicle Weight) or field-going vehicles, aircraft, and watercraft must carry a first aid kit.

5.5.4 First Aid Kit Inspection

Inspect first aid kits monthly (and weekly for construction activities). The label inside the kit lid must include an inventory of the kit's contents. The inspector must verify that the listed items are available and that the sterile packaging is intact. Record the date of the inspection on the inspection tag.

5.5.5 Ambulance and Emergency Services

Provisions for ambulance or emergency services must be planned prior to operations and must include consideration of medical air evacuation by helicopter. Ambulance service must be provided by an agency licensed to render such service.

5.6 Pre-job Briefing and Planning Requirements

Job hazard analyses shall identify any first aid or special emergency assistance needed before the job is started. Where the JHA indicates significant risks, the JHA must include provisions for first aid and medical assistance.

5.6.1 First Aid Kit Requirements

Occupational Safety and Health Administration (OSHA) regulations regarding first aid kits are contained in the Code of Federal Regulations under section 29 CFR 1910.151. OSHA does not provide specifications for first aid kit contents but defines mandatory requirements for availability of kits on worksites. The American National Standards Institute (ANSI) is referenced as the originator of first aid kit specifications and minimum contents requirements.

5.6.2 First Aid Kit Contents

ANSI Z308.1, *Minimum Requirements for Industrial Unit-Type First Aid Kits*, lists and establishes a minimum assortment of first aid treatment packages that first aid kits must contain. ANSI Z308.1 introduces two classes of first aid kits: Class A kits, with contents

designed to deal with most common types of workplace injuries, and Class B kits, with a broader range and quantity of supplies to deal with more complex injuries or higher risk environments. Tables 5-1 and 5-2 list minimum contents for Class A and Class B first aid kits. The specific situation at your worksite must be reviewed by the facility management and safety personnel assigned to the site to determine if additional supplies will be included in your kit.

TABLE 5-1. ANSI Z308.1-2015 Minimum Fill Requirements for Class A First Aid Kits

Item	Quantity	Minimum Size or Volume
Adhesive Bandages	16	1 x 3 inches
Adhesive Tape	1	2.5 yards
Antibiotic Treatment	10	0.14 fl. oz. (0.5g) applications
Antiseptic	10	0.14 fl. oz. (0.5g) applications
Breathing Barrier	1	—
Burn Dressing	1	4 x 4 inches
Burn Treatment	10	1/32 oz. (0.9g) applications
Cold Pack	1	4 x 5 inches
Eye Covering	2	—
Eye Wash	1	1 oz.
First Aid Guide	1	—
Hand Sanitizer	6	1/32 oz. (0.9g) applications
Medical Exam Gloves	4	—
Roller Bandage	1	2 inches x 4 yards
Scissors	1	—
Sterile Pads	2	3 x 3 inches
Trauma Pads	2	5 x 9 inches
Triangular Bandage	1	40 x 40 x 56 inches

TABLE 5-2. ANSI Z308.1-2015 Minimum Fill Requirements for Class B First Aid Kits

Item	Quantity	Minimum Size or Volume
Adhesive Bandages	50	1 x 3 inches
Adhesive Tape	2	2.5 yards
Antibiotic Treatment	25	0.14 fl. oz. (0.5g) applications
Antiseptic	50	0.14 fl. oz. (0.5g) applications
Breathing Barrier	1	—
Burn Dressing	2	4 x 4 inches
Burn Treatment	25	1/32 oz. (0.9g) applications
Cold Pack	2	4 x 5 inches
Eye Covering	2	—
Eye Wash	1	1 oz.
First Aid Guide	1	—
Hand Sanitizer	10	1/32 oz. (0.9g) applications
Medical Exam Gloves	8	—
Roller Bandage	2	2 inches x 4 yards
Roller Bandage	1	4 inches x 4 yards
Scissors	1	—
Padded Splint	1	4 x 24 inches
Sterile Pads	4	3 x 3 inches
Tourniquet	1	1 inches
Trauma Pads	2	5 x 9 inches
Triangular Bandage	1	40 x 40 x 56 inches

5.6.3 Required First Aid Kit Containers

First aid containers shall be of an appropriate type given the environmental conditions. The required type of container shall be determined by facility manager, project manager and/or medical and safety personnel. The following paragraphs and Table 5-3 describe the characteristics of the four types of ANSI first aid kit containers.

5.6.3.1 Type I

Intended Use: Stationary, indoor settings

Potential for Damage: Minimal

Requirements: Minimum fill requirements and the means for mounting in a fixed position

Typical Applications: General indoor use, offices, manufacturing facilities

- 5.6.3.2 Type II**
Intended Use: Portable, indoor settings
Potential for Damage: Minimal
Requirements: Minimum fill requirements and the means to be portable
Typical Applications: General indoor use, offices, manufacturing facilities
- 5.6.3.3 Type III**
Intended Use: Portable use in mobile, indoor/outdoor settings
Potential for Damage: Not probable
Requirements: Minimum fill requirements, the means for mounting in a fixed position, water resistant seal
Typical Applications: General indoor use, sheltered outdoor use
- 5.6.3.4 Type IV**
Intended Use: Portable use in mobile industries and/or outdoor settings
Potential for Damage: Significant
Requirements: Minimum fill requirements, the means for mounting in a fixed position, corrosion and moisture resistance, impact resistance, meets ANSI 5.2.5 requirements
Typical Applications: Transportation, utility industry, construction industry, armed forces

TABLE 5-3. Characteristics of ANSI Types of First Aid Kits

Type	Use	Portable	Mountable	Water Resistant	Waterproof	Performance
I	Indoor		X			—
II	Indoor	X				—
III	Indoor/Outdoor	X	X	X		—
IV	Indoor/Outdoor	X	X		X	Meets ANSI 5.2.5

5.7 Definitions

Cardiopulmonary resuscitation (CPR)

A lifesaving technique useful in many emergencies, including a heart attack or near drowning, in which someone's breathing or heartbeat has stopped.

First aid	The assistance given to any person suffering a sudden illness or injury to preserve life, prevent the condition from worsening, or promote recovery.
First aid kit	A collection of first aid supplies meant to be used to treat minor cuts, abrasions, and burns. You must not rely on a first aid kit to handle more severe injuries.
Isolated work	Work that is conducted outside normal work hours or on site areas where coworkers, public individuals, or other agency individuals are not in the vicinity to respond in an emergency or otherwise assist within 15 minutes.
Remote work	Work that is conducted in areas geographically separated from the employee's duty station and in which communications with coworkers and an emergency response time would exceed 15 minutes because of travel constraints.

5.8 References

- American National Standards Institute. ANSI Z308.1, *Minimum Requirements for Industrial Unit-Type First Aid Kits*.
- American National Standards Institute. ANSI/ISEA Z308.1-2015, *Minimum Requirements for Workplace First Aid Kits and Supplies*.
- Occupational Safety and Health Administration. 29 CFR 1910.151, *Medical Services and First Aid*. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.151>.
- Occupational Safety and Health Administration. 29 CFR 1926.23, *First Aid and Medical Attention*. <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.23>.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

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Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

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All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

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