

SECTION 15.0 | FIRST AID

Hindsight Electric, LLC will always ensure the availability of emergency medical services for its employees. Hindsight Electric, LLC will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Safety Program Administrator will maintain a list of trained individuals and take steps to provide training for those that desire it.

15.1 | First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician.

Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

15.2 | Administering First Aid

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance, and fire services, shall also be provided. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

- A company authorized physician or medical clinic, and at least one alternate if available.
- Hospitals.
- Ambulance services.
- Fire-protection services.

Prior to the commencement of work at any site, the supervisor or manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury. Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

These basic first aid procedures are not a substitute for medical advice, and do not replace comprehensive first aid training. Injuries common to an occupational setting are considered. Your first aid procedures and policies may differ from those listed.

15.3 | Basic First Aid Guidelines

Amputations

- Control bleeding by applying direct pressure. Elevate extremity.
- Contact emergency medical service immediately.
- Recover and clean the amputated body part by rinsing with clean water.
- Do not remove any embedded objects.
- Wrap the amputated body part with sterile gauze or a dry, clean cloth, put it in a waterproof container, such as a plastic bag, and place it on a bed of ice. Transport to hospital with the victim.

Bleeding

- Control bleeding by gently applying direct pressure with a dry, sterile dressing. If it becomes saturated, do not remove it. Add another dressing.
- If possible, wear latex gloves or use other methods to protect against transmission of infection.
- Do not remove any impaled objects. Immobilize the object instead.
- Seek medical attention immediately.
- Also see section Safety Manual section 9.7 Post-Exposure Requirements under Bloodborne Pathogens

Burns (Minor)

- Eliminate the cause of the burn and cool the area.
- Avoid use of neutralizers, ointments, butters, or other substances unless directed by a medical professional.
- **Thermal Burns** - rinse area without scrubbing, apply cool water then dry and cover.
- **Chemical Burns** - use directions from specific Safety Data Sheet.
- **Electrical Burns** - avoid any contact with live current. Make sure breathing and heartbeat are regular. Check where electricity entered and exited the body, and then treat it as a thermal burn.

Fractures

- **Symptoms:** swelling, deformity, pain and tenderness, loss of use.
- Avoid moving the injured body part if possible. Check for symptoms of shock.
- If the victim must be moved, "splint" the injured area.
- Control bleeding, but do not attempt to push protruding bones back beneath the skin.
- Seek medical attention immediately.

Neck and Spinal Injuries

- **Symptoms:** Painful movement of the arms and/or legs, numbness, tingling, or weakness in arms or legs, loss of bowel or bladder control, paralysis to arms or legs, deformity of head and neck.
- Check heart rate and breathing; administer CPR, if necessary, but do not use head tilt.
- Do not move the victim unless the victim is in immediate danger.
- Stabilize the victim to prevent any movement. Immobilize head and neck by placing objects on either side.
- Protect the victim against shock or hypothermia.
- **Do not attempt to splint a victim.** Await professional EMS help.

Shock (Electrical)

- Where the victim is unable to break away from an energized circuit, be careful not to touch the victim with your body or with any conducting material.
- If possible, de-energize the circuit.
- If de-energizing the circuit is not possible, use a dry stick, rope, piece of cloth, leather belt, or other nonconductor to free the victim.
- After freeing the victim, check for pulse and initiate chest compression CPR or AED if appropriate.
- Seek immediate emergency medical help.

Shock (Injury Trauma)

- **Symptoms:** cold, clammy, pale skin; quick, weak pulse; rapid, shallow breathing; nausea or vomiting.
- Contact emergency medical service immediately.
- Speak calmly to the injured employee.
- Check possible allergies and if the victim has an epinephrine pen.
- Ask the employee to lie down.
- Check for head, neck, spine, and abdominal injuries.
 - If there are none, raise the injured person's feet a few inches off the ground by placing a blanket or pillow under their feet.
 - If there are none, and the employee has vomited, turn the employee on their side and clear their mouth.

- Keep the employee warm, but not hot.
- To make breathing easier, loosen tight clothing.
- Keep the employee calm. Reassure them that they will be OK, and that help is on the way.
- Seek medical attention immediately.

Sprains or Strains

A sprain is an injury to a ligament (tissue that connects two or more bones at a joint). A strain is an injury to a muscle or tendon (tissue that connects muscle to bone). Over-the-counter pain relievers, such as ibuprofen or naproxen sodium may help manage pain but be mindful of the product warnings.

Follow the instructions for R.I.C.E.

- R — rest the sprained or strained limb
- I — ice the area with a cold pack 15-20 minutes about every 2-4 hours while awake
- C — compress the area with an elastic wrap or sleeve
- E — elevate the injured limb above the heart, when possible, to help limit swelling

Seek medical attention when experiencing:

- Severe pain when the injured part is touched or moved
- Trouble bearing weight
- More bruising develops
- Numbness or a feeling of "pins and needles" in the injured area
- A limb that looks "bent" or misshapen
- Signs of infection (increased warmth, redness, streaks, swelling, and pain)
- A strain or sprain that doesn't seem to be improving after 5 to 7 days

15.4 | Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. For severe accidents call 911 and request the Paramedics.
2. Employees must report all work-related injuries to their supervisor immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action.
3. The supervisor, employee, and first aid person should determine whether outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a Hindsight Electric Accident / Exposure Investigation Report in case complications arise later.
5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the main office. Contact must also be made with the nearest Federal or State (if applicable) OSHA office.