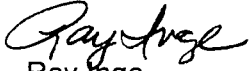




Memorandum

DATE: October 4, 2001

TO: Deans, Directors, Department Heads
and Department Chairs

FROM: 
Ray Inge
Associate Vice President
Human Resource Services & Risk Programs

SUBJECT: University First-Aid Program

COPY:
Dr. Bob Suzuki
Dr. Edwin Barnes, III
Dr. A. Michael Berman
Ms. Patricia Farris
Ms. Anita Martin
Dr. Tomas Morales
Dr. Jane Ollenburger
Mr. David Patterson
Dr. Esteban Soriano

File: 2001:127

This memo is provided to update you on our responsibilities for first-aid regulations, as defined under Section 3400, Title 8, California Code of Regulations.

3400. Medical Services and First Aid.

“(a) Employer shall ensure the ready availability of medical personnel for advice and consultation on matters in industrial health or injury.”

Student Health Services has designated a physician (extension 2740) to provide managers advice and consultation relative to industrial health or injury. When an employee sustains an industrial injury or illness, please contact Risk Management Services, at extension 3725. When seeking information about compliance with health standards, please contact the Environmental Health and Safety Office, at extension 4697.

“(b) In the absence of an infirmary, clinic, or hospital, in near proximity to the workplace, which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Training shall be equal to that of the American Red Cross or the Mining Enforcement and Safety Administration.”

Student Health Services provides initial treatment for industrial injuries during normal business hours to employees with a medical service order form. For life threatening injuries, employees should dial 911.

The Environmental Health and Safety Department coordinates, on a routine basis, an 8-hour Red Cross certified First-Aid/CPR training. Supervisors are encouraged to allow interested employees to attend this course.

“(c) There shall be adequate first-aid materials, approved by the consulting physician, readily available for workmen on every job. Such materials shall be kept in a sanitary and usable condition. A frequent inspection shall be made of all first-aid materials, which shall be replenished as necessary.”

Cal Poly Pomona's consulting physician has reviewed and revised the list of approved first-aid kit contents (see attached). Departments should establish procedures to inspect and replenish kits, as needed. Potential vendors are listed on the attachment.

“(d) Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.”

Eyewash/deluge showers should be inspected on a monthly basis, with any deficiencies reported to Facilities Management, at extension 3030. If an eyewash/deluge shower is non-functional, the use of injurious corrosive materials shall be prohibited until the device is repaired or replaced.

“(e) Stretchers and blankets, or other adequate warm covering, may be required by the Division, unless ambulance service is available within 30 minutes under normal conditions.”

MEDIC-1 Ambulance Service is located on campus and is available within 30 minutes under normal conditions.

“(f) At isolated locations, provisions must be made in advance for prompt medical attention in case of serious injuries. This may be accomplished by on-the-site facilities or proper equipment for prompt transportation of the injured person to a physician or a telephone communication system for contacting a doctor or combinations of these that will avoid unnecessary delay in treatment.”

All field trips and similar activities should be planned to ensure compliance with this subsection.

Your help in establishing and maintaining a comprehensive first-aid program is greatly appreciated. If you have any questions about this program, please call David L. Patterson, Director of Environmental Health & Safety at extension 3695.

FIRST-AID KIT CONTENTS

First-Aid Book (current)
Adhesive Bandage 1" (16/box)
Fingertip Bandage (10/box)
Knuckle Bandage (10/box)
Telfa Bandage 2" x 3" (12/box)
Triangular Bandage (1/box)
Compress Bandage 2" (4/box)
Compress Bandage 4" (1/box)
Antibiotic Ointment (25 foil packets/box)
Eyewash (4-4 oz. bottles)
Gauze Bandage Roll 1" x 5 yd. (1/box)
Gauze Bandage Roll 2" x 5 yd. (1/box)
Sterile Gauze Pads 2" (10/box)
Sterile Gauze Pads 3" (10/box)
Scissors 4" Blunt
Antiseptic Swabs (10/box)
Adhesive Tape Roll (1/2" x 5 yd.)
Tweezers Needle-Nose 3 1/2"
Latex Gloves (2 pair of "one size fits" all or 2 pair of sizes 6, 7, and 8)
Instant Ice Packs (3)
CPR Microshield
First-Aid Cabinet or Box (sturdy with secure latching mechanism)

POSSIBLE VENDORS:

Direct Safety Company
2005 W. 14th Street
Suite 132
Tempe, Arizona 85281
To order: (800) 528-7405

Air gas Safety
1955 E. 223rd Street
Carson, CA 90810
(800) 829-4699

Office Depot
(800) 962-07

Fisher Scientific
Safety Products Division
2761 Walnut Avenue
Tustin, CA 92681
To order: (800) 766-7000

National Safety Council
San Francisco Chapter
303 Twin Dolphin Drive, Suite 520
Redwood City, CA 94065-1409
(800) 848-5588

Air Gas
2225 Workman Mill Road
Whittier, Ca 90601
(800) 678-2878

Zee Medical Service
2845 S. Workman Mill Rd.
Whittier, CA 90601
(800) 491-5024