Number L-3.0 – First Aid, Trauma Kits and AED Devices

1.0 PURPOSE:
To have adequate first aid supplies, emergency trauma kits and AED (Automated External Defibrillator) device(s) on hand at each Euramax facility.

2.0 POLICY:
Each Euramax facility will have the required number of comprehensive first aid kits and emergency trauma kits and AED device(s) on hand (for use in emergency situations).

3.0 RESPONSIBILITIES:
A. It is the responsibility of the Facility Leader to ensure compliance with this procedure in its entirety.

B. It is the responsibility of all Employees to follow the requirements of this procedure.

4.0 PROCEDURE:
A. Each facility will have on hand a minimum of one (1) each trauma first aid kit (Type II).

   (Type II: Intended for use in portable indoor applications. Kit contents should have minimal potential for damage. These kits should be equipped with carrying handle(s). Some application for Type II first-aid kits are general indoor use, office or manufacturing environments).

B. The quantity of kits/AED on hand should be adequate to cover the amount of time that is traveled to retrieve the kit and bring it to the site of an emergency. The response time for the trauma kit/AED should be less than two (2) minutes.

C. If the facility has more than one building, at least one (1) trauma kit/AED must be located in each building.

D. First aid and trauma kits/AED must be clearly visible and unobstructed. In locations where visual obstruction cannot be avoided, directional arrows must be provided to indicate the location of first aid and trauma kits/AED.

E. A trauma kit/AED is to be available during an evacuation (see L-1.0 Emergency Action Plan).
F. The Facility Leader will be responsible to ensure that the facility has an adequate amount of first aid, trauma kits and AED on hand and each kit is kept clean, up-to-date, and contents replenished as needed. An inspection of each kit should be made each month. Inspection of AED should be accordance with OEM guidelines.

G. To see a complete list of required items for the first aid and trauma kit see ANSI 29 CFR 1910.151 and Summary of Z308.1-2003.

A trauma kit must contain the following (at a minimum):

1. Blanket(s)
2. Blood stopper pads
3. Extra amounts of gauze
4. Scissors, tweezers
5. Trauma pads
6. All standard first aid supplies (band-aids), tape, etc.
7. Flashlight
8. Ice packs
10. Eye pads and eye wash
11. Surgical gloves
12. CPR protection kit
13. Bloodborne pathogen kit
14. Hand and wrist splints
15. Absorbent compress
16. Antiseptic

H. Only trained first aid personnel are to use the first aid, trauma kit and AED at the facility.

I. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

5.0 ATTACHMENT/FORMS
None

* Uncontrolled if printed *
6.0  **PROCEDURE HISTORY:**
Original Issue – 1/2009
Reviewed and Updated – 6/2011
Reviewed and Updated – 7/2013