

<i>Related Safe Work Practices</i>	
<ul style="list-style-type: none">• Incident Reporting and Management• Infectious Materials• Site Emergency Action Plan	
<i>Authority</i>	
<ul style="list-style-type: none">• CCR Title 8, Section 340	
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This Safe Work Practice (SWP) is a guide to what type of training is required and some basic steps. Please refer to your training provider's handbook for specific first aid treatment instructions.

You are advised to follow these recommendations, read and follow this SWP and any related SWPs, complete any required or recommended training, and to obtain advice from a Qualified Person if you have any questions.

A Qualified Person is a person **designated** by the employer; and by reason of **training**, experience, or instruction who has demonstrated the ability to perform safely all assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

All tasks require that you:

- Use the equipment in accordance with the guidelines set forth by the manufacturer. This includes following all signs and labels, and reviewing any manufacturer's operating manuals.
 - If the instructions provided in the operating manual conflict with this SWP, then follow the instructions in the manual. The manufacturer's instructions prevail over this SWP.
- Review the safety data sheets (SDSs) for each chemical.
- Be trained on this SWP and those listed above as related. Training on SWPs must be completed before initial assignment. It is also recommended that you complete refresher training every two years.

BEFORE

1. All Recreation and Park Staff (except some Administration staff) are required to pass a First Aid and CPR course.¹ See the Injury and Illness Prevention SWP for a listing of job groupings and training requirements that apply to you.
2. First Aid and CPR courses must meet the standards of the American Heart Association, the American Red Cross, or other nationally recognized agency. Classes are available; see the RPD Training Catalog.
3. First aid kits shall be readily available at all sites. For remote field locations (e.g. gardeners or arborists), first aid kits shall be immediately available at a vehicle or site.
4. All kits should be obtained through the RPD Storeroom as these have been approved and verified as Cal-OSHA compliant.
 - a. 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.

DURING

5. When providing first aid, ensure your own safety. Observe on-coming traffic, electrical lines, or other hazards which may have led to the accident or may cause another one, stay calm and do not run (proceed prudently).²
6. Call 911 if necessary (from your cell phone call 415/553-8090).
7. Meet the emergency responders. Send someone to meet emergency responders and direct them to the victim's location.
8. Provide first aid, as safe, necessary and able.
9. Check vital signs and report findings to 911 and/or arriving emergency responders. Even if you are not CPR/First Aid trained, you can still check vital signs. Without moving the person, check for breathing, pulse, laceration, head injuries, bleeding, and obvious bone breakage. Talk to the injured person to get personal information that may help evaluate the nature of their condition.

¹ Supervisors Safety Handbook, Section 19, Training, I: 12/15/00, R: 12/1/06

² RPD Industrial Investigation, EHS Case #3066, DOI 4/6/06.

10. Avoid moving the injured. Do not attempt to move persons involved in an accident unless you are sure that there is no injury to the spinal cord or unless it is a life and death situation. Moving an injured person may cause a more serious injury.
11. Provide non-medical assistance. Non-medical assistance which you may provide, or coordinate includes:
 - a. Letting the injured person know that help is on the way and that you will stay with them until help arrives.
 - b. Turning away gawkers and on-lookers.
 - c. Assisting with traffic control.
 - d. Blocking bright light from shining into the injured person's eyes.
 - e. Covering the person with a warm coat.
 - f. Calling the person's family if s/he is able to provide you with phone numbers.
12. Avoid contact with blood and body fluids. If this happens, wash your hands thoroughly. See the *Infectious Materials* Safe Work Practice for more information.
13. Arrange transportation to a medical facility. Do not let a seriously injured employee drive him or herself to medical facilities. Employees should seek medical attention from SFGH Occupational Health Services for all occupational injuries. See the *Incident Reporting and Management* Safe Work Practice.
14. If an RPD employee has been injured, report the incident to employee's supervisor as soon as possible if not immediately.

AFTER

15. Replace any items that have been used from the first aid kit; most items are available in the Storeroom.
16. Review the response to the emergency to determine what went right, what could be improved for the next event.

For any questions, please contact EHS at 415-831-2780.