

Manual Section 2	Issue Date 12/01/09	Revision Date 01/01/24	Policy Number LLCP-013
	<b>First Aid / Medical Response</b>		

### **Purpose**

First aid in the workplace is essential. It is a common fact that informed and trained employees are the first link in the chain of emergency response. Employees trained in first aid need to know what to do before emergency medical services (EMS) arrive. Many injuries can be greatly lessened by prompt and decisive first-aid measures during the first few minutes after an injury occurs. The OSHA Medical Services and First Aid Standard establish uniform requirements to ensure that a medical emergency response capability exists in U.S. workplaces.

### **Scope**

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries, Valvemax, Discovery Industries, Inc.; hereafter identified as “Company”.

### **General**

This program provides information from the Occupational Safety and Health Administration’s (OSHA) First Aid Standard (29 CFR 1910.151, 1926.50). According to OSHA 1910.151, 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. Adequate first aid supplies shall be readily available. This document covers the basics of what you should do to assess first-aid situations and the actions you can take to treat a victim until the EMS arrives. Only trained employees (ex. Supervisors) shall offer First Aid.

### **Responsibility**

The HSE Director is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The HSE Director is the sole person authorized to amend these instructions and is authorized to halt any operation in the company where there is danger of serious personal injury.

### **Contents of the First Aid Response Program**

- **Written Program.**
- **First Aid and the Law.**
- **Responding to a Health Emergency.**
- **Emergency Reporting (Outside Services).**
- **Emergency Reporting (Inside Services).**
- **First Aid Log of Activities.**
- **First Aid Kits/Deluge Showers.**

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### **Written Program**

The Company will review and evaluate this standard practice instruction:

- On an annual basis
- When changes occur to OSHA Regulatory Standards, which prompt revision of this document
- When facility operational changes occur that require a revision of this document
- When there is an accident or close call that relates to this topic

This written program will be communicated to all affected personnel. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

### **First Aid and the Law**

Legally, a victim must give consent to an offer for help before a person trained in first aid begins to help him or her (the law assumes that an unconscious person would give consent). If a victim is conscious, ask permission before helping him or her. State “Good Samaritan” laws give legal protection to rescuers who act in good faith and are not guilty of gross negligence or willful misconduct. The type of rescuer covered and the scope of protection vary from state to state.

### **Responding to a Health Emergency**

In an emergency situation, training and fast reaction times are paramount. Every second you delay is critical to whether the injured party is properly treated. The very first thing you should do is follow the Corporate Incident Reporting and Investigating Policy and Procedures for prompt transportation of the injured person.

Initiate immediate first aid as necessary and notify the Corporate HSE department as required according to the Corporate Incident Management policy. The on-call personnel will advise on transportation to meet the affected employee and have them evaluated by the GIS Physician. For a step by step flow chart, please see the Incident Management policy. The Hotline number is as follows: 855-543-5163.

### **Emergency Reporting (Outside Emergency Services—Beyond Basic First Capabilities)**

#### **IF YOU'RE NOT SURE OF THE SEVERITY, SEEK OUTSIDE ASSISTANCE**

- In-house notification. Immediately notify your Supervisor if an employee(s) is injured on the job.
- Your supervisor should report to the Corporate HSE Department (See Flowchart following Incident Management Policy with instructions and contact person(s) to report concerning the status of the employee being transported.)

### **Emergency Reporting (Inside Emergency Services—Within Basic First Capabilities)**

Minor injuries, such as cuts, scratches, bruises, and burns that do not require a doctor’s treatment, may be handled by one of the facility/department first-aid responders. If the situation escalates and additional or outside emergencies are required, see above.

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**First Aid Log of Activities**

All injuries or complaints treated by first-aid responders will be reported to the HSE Department using our Injury/Illness Reporting Form detailing site-specific actions these reports will be documented and kept on record at our Galliano Office.

**First Aid Kits/Deluge Showers**

First Aid Kits are available at every facility and should be readily available and easily accessible. It is your responsibility to know where first-aid kits and deluge showers are located in your facility/department.

First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. For construction operations, items shall be stored in a weather proof container with individual sealed packages of each type of item. Kits shall be inspected prior to being sent out.

Our Vendors assure the availability of adequate first aid supplies, and reassesses the demand for supplies weekly, adjusting their inventories accordingly. However if you find any supply that is not stocked sufficiently, please advise Supervision.

Contents of first aid kits are to consist of washes, topical treatments and bandage materials only. No oral medications should be contained in field first kits nor should any medications be administered without the expressed consent of a doctor.

Deluge Showers and eyewash stations are located throughout Company facilities as required. In the unfortunate event you are contaminated by chemicals or bodily fluids, you may use these stations once assured flushing with water is appropriate.

**Training**

Training shall be completed through the Company’s Industrial Training Education Center. All Instructors are certified by Red Cross and several other approved providers. This will assist in assuring consistency.