

Ohio Environmental Protection Agency

Office of Safety

Safety Standard Operating Procedure Number: SP 11-3

Date: February 15

STATUS: FINAL

Title: First Aid Kits for Field Activities

Purpose:

The purpose of this Safety Standard Operating Procedure (SSOP) is to outline the requirements for first aid kits for field activities conducted by Ohio EPA employees.

Definitions:

1. **First Aid Kit** – A portable first aid kit containing various first aid items to be used by field staff in the event of a minor cut, scrape, scratch, or similar type minor injury sustained in the field. Attachment 1 contains a list of the minimum recommended items to be contained in each field first aid kit. Programs that require first aid kits for field activities should purchase appropriate field first aid kits from safety equipment suppliers to meet their respective needs. The content of first aid kits may be adjusted based on first aid training received by staff.
2. **Field Activities in Remote Locations** – Field activities conducted by Ohio EPA staff in areas that are not located near any fixed facilities where emergency medical first aid may not be readily available in the event of an injury. (Examples: hazardous waste sites, streams, rivers, lakes, wilderness areas, etc.)
3. **Fixed Facilities** – Locations where work is conducted by Ohio EPA field staff in or around occupied facilities. (Examples: manufacturing facilities, factories, water/wastewater treatment plants, etc.)

Requirements:

1. Field first aid kits are an essential component of field equipment when working in remote locations.
2. The availability and use of first aid kits is not intended to replace professional medical assistance when deemed necessary. The timely availability of emergency medical assistance is a factor that must be considered in all pre-job planning for field activities.

3. Field first aid kits must be available in sufficient quantities in each Division/Office to support field activities in remote locations.
4. Field first aid kits are not required when field work is being conducted at fixed facilities, unless the work is being done in remote areas of the property, or, if the nature of the field activities may pose significant hazards where immediate access to a first aid kit may be necessary.
5. A field first aid kit should be available in each vehicle that is used exclusively for field activities. The following vehicles are required to have a dedicated first aid kit:
 - a. All DERR Emergency Response vehicles
 - b. All Office of Special Investigations (OSI) field vehicles
 - c. DERR Site Investigation Field Unit (SIFU) field vehicles, including the GeoProbe and the Mobile Laboratory
 - d. All DSW/EAU field vehicles
 - e. Other DSW dedicated field vehicles
 - f. Other vehicles specifically designated for field use (ALL DIVISIONS)
6. If a vehicle designated for field activities has a first aid kit assigned to the vehicle, an additional first aid kit is not required to be transported as part of the field equipment.
7. Each Division/Office that is required to have field first aid kits based on this SSOP will be required to have a program in place to ensure that the kits are properly maintained and stocked. It is recommended that Divisions/Offices develop a protocol to have the first aid kits inventoried (and sealed) prior to employees taking the first aid kits into the field.
8. All accidents or incidents that require the use of the field first aid kit, other than for minor cuts, scrapes, scratches, etc. must be reported in accordance with the Agency's accident reporting procedures.
9. All Divisions/Offices that require field first aid kits based on this SSOP are required to include training on the maintenance of first aid kits as part of their Division/Office orientation for all new field staff.
10. The Agency Field Safety Coordinator will conduct periodic inspections of all field first aid kits to ensure a proper maintenance and resupply program is in place.
11. Programs that require first aid kits for field activities should tailor the contents of their first aid kits to meet their requirements based on the type of field activities that will be performed. The items listed in attachment 1 are the recommended minimum items. Programs may want to add additional items as determined necessary.

Attachment 1

Recommended Items for Field First Aid Kits

(minimum requirements)

(Inventory Checklist)

The following items are recommended for each field first aid kit:

<u>Item</u>	<u>Required</u>	<u>On Hand</u>	<u>Needed</u>
First Aid Cream	1	_____	_____
Antimicrobial Hand Wipe	1	_____	_____
Plastic Adhesive Strips 1" x 3"	20	_____	_____
Woven Adhesive Bandages	20	_____	_____
Adhesive Tape ½" x 2.5 yards	2	_____	_____
Sterile Dressing Pads 2" x 2"	5	_____	_____
Sterile Dressing Pads 3" x 3"	10	_____	_____
Stretch Gauze Bandage 2"	2	_____	_____
Sterile Oval Eye Pads	2	_____	_____
Elastic Bandage 2" x 5 yards	1	_____	_____
Antiseptic Cleansing Wipes	12	_____	_____
Disposable Instant Cold Pack	1	_____	_____
Disposable Examination Gloves	4	_____	_____
Scissors	1	_____	_____
Forceps	1	_____	_____
First Aid Manual	1	_____	_____
Triangle Bandage	1	_____	_____
CPR Barrier Mask	2	_____	_____

Eye Wash (portable bottle)	1	_____	_____
Disposable Blanket	1	_____	_____
Writing Implement (pen/pencil)	1	_____	_____
Writing Paper (notebook)	1	_____	_____