



First Aid, CPR, AED, and Emergency Eye & Shower Station Program

Purpose, Application, & Scope

The purpose of this program is to establish guidelines for Fayetteville State University regarding First Aid, CPR, AED's, and emergency eye & shower station as prescribed in the Occupational Safety and Health Administration's (OSHA's) Medical and First Aid Standard – 29 CFR 1910.151. This program applies to all employees that provide first aid, CPR, and AED and use first aid and emergency eye & shower station.

First Aid, CPR, and AED Response Policy

The OSHA First Aid standard (29 CFR 1910.151) requires trained first aid providers at all workplaces of any size if there is no “infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees.”

In addition to first aid requirements of 29 CFR 1019.151, several OSHA standards such as 1910.269 and 1910.146 require training in cardiopulmonary resuscitation (CPR) because sudden cardiac arrest from asphyxiation, electrocution, or exertion may occur. For these reasons, we have identified employees that are expected to render first aid as part of their job duties. They are also covered by the requirements of the Occupation Exposure to Bloodborne Pathogens Standard (29 CFR 1910.1030). Our designated employees are trained by either the American Red Cross or American Heart Association.

Definitions

Automated External Defibrillators (AEDs) – Portable electronic devices designed to assess the heart's rhythm and, if needed, automatically recommend whether an electric shock should be delivered to correct the heart rhythm.

Cardiopulmonary resuscitation (CPR) – an emergency lifesaving procedure performed when the heart stops beating.

Emergency eye wash station – a station that uses a steady stream of water to flush irritants from the eyes to treat and prevent eye injuries

Emergency shower station – a station that is designed to flush the user's head and body of harmful materials

First Aid – medical attention that is usually administered immediately after the injury occurs and at the location where it occurred.

Roles & Responsibilities

EHS Officer/Professional is responsible for the following:

- Ensures that a written program is in place

- Reviews the program periodically and monitors to ensure compliance with this program
- Ensures that employees receive appropriate training and that training is documented

Manager/Supervisor is responsible for the following:

- Ensures that employees comply with the guidelines established by this program
- Ensures that employees complete required training
- Ensures First Aid Kits are supplied

Employees are responsible for the following:

- Complies with this program
- Completes required training

Contractors are responsible for the following:

- All contractors hired at FSU shall have their own written First Aid, CPR, AED, and Emergency Eye & Shower Station program that fulfills all regulatory requirements or follow the guidance in this program

Implementation

First Aid

OSHA refers to first aid as medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term, treatment and requires little technology or training to administer. It can consist of cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressing; the use of non-prescription medication; draining blisters; removing debris from the eyes; massage; chocking; and drinking fluids to relieve heat stress. At FSU, only trained personnel are authorized to administer first aid.

First Aid Kits are located throughout FSU and will be adequately supplied in accordance with the American National Standard (ANSI) Z308.1-1998 "Minimum Requirements for Workplace First-aid Kits. First Aid Kits are in the following departments:

Departments, Colleges, or Offices		
Academic Affairs	Facilities Management (Carpentry/Paint)	Office of Institutional Research & Effectiveness
Accounting, Finance, Healthcare Administration, & Information Systems	Facilities Management (Electrical)	Office of Legal Affairs
Assc VC for Facilities Management	Facilities Management (Grounds)	Office of Marketing & Strategic Communications
Athletics	Facilities Management (Housekeeping)	Office of Research & Technology Transfer
Biological & Forensic Sciences	Facilities Management (HVAC/Plumbing)	Office of the Bursar/Student Accounts
Budget	Facilities Management (Res Maintenance)	Office of the Chancellor
Business Administration	Facilities Management (Vehicle Maintenance)	Office of the Registrar

Business Services	Institutional Research & Effectiveness	Office of VC for Advancement
Center for Defense & Homeland Security	Institutional Advancement	Office of VC for Business & Finance
Center for Personal Development	Intramural Sports	Office of VC for Student Affairs
Central Storage	ITTS	Office of Faculty Development
Chemistry, Physics, & Materials Science	JW Seabrook Perf Arts Center	One Card
College of Business & Economics	Learning Center	Payroll
College of Education (COE)	Library Services	Psychology
College of Health, Science, & Technology (CHST)	Mail Center	Residence Life
College of Humanities & Social Sciences (CHSS)	Management, Marketing, Entrepreneurship, & Fire & Emergency Services Administration (MMEF)	School of Nursing
Continuing Education	Materials Management	School of Social Work
Contracts & Grants	Mathematics & Computer Science	Sociology & Interdisciplinary Studies
Department of Communication, Languages, & Cultures	MBA Program	Special Programs
Department of GPSB	Office of Institutional Transformation	Sponsored Research
Department of Health, Physical, & Secondary Education	Office of the Provost and VC for AA	Student Center
Department of Intelligence Studies, Geospatial Sciences, Political Sciences, & History	Office for Adult Learners	Student Health Services
Department of Police & Public Safety	Office of Admissions	Systems Accounting
Department of Criminal Justice	Office of Alumni Relations	Testing
Department of Early Childhood Learn Center	Office of Civic Engagement & Service Learning	University Career Services
Department of Performing & Fine Arts	Office of College Access & Success Program	University College
Early Childhood, Elementary, Middle Grades, Reading, & Special Education (EEMRSE)	Office of Development (Fundraising)	Veteran's Business Outreach Center
Educational Leadership and School Administration	Office of Events Management	Vice Chancellor Chief of Staff

English: Literature, Teaching, Pre-Law, & Creative & Professional Writing	Office of Financial Aid & Scholarships	
Enrollment Management	Office of Human Resources	

CPR

The American Heart Association refers to Cardiopulmonary Resuscitation (CPR) as an emergency lifesaving procedure performed when the heart stops beating. At FSU, only trained personnel are authorized to administer CPR.

AED

The American Heart Association refers to an automated external defibrillator (AED) as a lightweight, portable device that delivers an electric shock through the chest to the heart. AED's are mounted in selected locations throughout FSU (See Table). Routine visual inspections will be conducted in accordance with the manufacture's recommendation (See attachment 2). At FSU, only trained personnel are authorized to utilize the AED.

Building	Floor	Pad's Expiration Date	Battery Changed Date
Facilities Maintenance (Front Entrance)	1	03/31/2022	01/28/2020
Lauretta Taylor (ECLC)	1		
Chestnutt Library (Checkout Counter)	1	03/31/2022	01/22/2020
SBE (Elevator)	1	03/31/2022	01/22/2020
McLeod Hall (Elevator)	1	03/31/2022	01/22/2020
Barber Bldg (Elevator)	1	03/31/2022	01/22/2020
RJSC (Close to Front Entrance)	Upper Level	01/02/2024	01/02/2024
RJSC (Close to Rm 242)	Upper Level	01/02/2024	01/02/2024
RJSC (Close to Bronco grill)	Lower Level	01/02/2024	01/02/2024
Mitchell Building (Lobby)	-	03/31/2022	01/22/2020
UPA (Club House)	1	03/31/2022	01/22/2020
Lilly Gym (Rear of building)	-	01/02/2024	01/28/2020
Capel Arena (Front Entrance)	1	03/31/2022	01/22/2020
Lyons Science Annex (Lobby)	1	03/31/2022	01/22/2020
Spaulding Building	-	01/31/2022	-
Seabrook Auditorium (Elevator)	1	03/31/2022	01/22/2020

Departments with First Aid, CPR, and AED Responders

Departments, Colleges, or Offices	Point of Contact	Phone Number
Department of Early Childhood Learn Center	Gloria Moore-Carter	(910) 672-2452
Department of Police & Public Safety	Robert Dalton	(910) 672-2951
Emergency Management	Melvin Lewis	(910) 672-1456
Student Health Services	Vinette Gordon	(910) 672-2602
Athletics	Kenneth Lassiter	(910) 672-1065

Emergency Eye & Shower Station

In accordance with OSHA CFR 1910.151(c), "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", emergency eye & shower stations are located in selected locations where corrosive materials are present (See Table). Weekly inspections will be conducted in accordance with the manufacture's recommendation. At FSU, only training personnel should utilize the emergency eye & shower station.

Building	Floor	Room
Rosenthal Fine Arts	Basement	R012, R006
Vehicle Maintenance	Ground	Work Floor
Physical Plant / Facilities Maintenance (1114 & 1110)	Ground	Work Floor
Spaulding Infirmary	Ground	117
Lyons Science Annex	2nd	226, 240, 241, 242, 243, 244, 245, 246, 247, 248
Lyons Science Annex	3rd	328, 340, 341, 343, 345, 347, 348
Science & Technology	1st	128
Science & Technology	3rd	334 two on each side, 330, 327
Science & Technology	4th	444 two on each side, 438, 436 two on each side
Science & Technology	5th	Work Floor
Capel Arena	1st	191 Pool Equipment

Information & Training

Employees must be trained prior giving first aid, CPR, or using the AED. Training will be conducted in accordance with the American Red Cross or American Health Association guidelines or other nationally recognized programs.

Recordkeeping

The department point of contacts will:

- Retain copies of their faculty and staffs First Aid, AED, & CPR certifications.

Annual Review

The First Aid, CPR, and AED Program will be reviewed by the **EHS Officer / Professional**. The annual review will include current training and any documents associated with this program. When new tasks, procedures, and/or positions are added or modified/revised which affect the First Aid, CPR, and AED Program, it will be updated immediately to reflect these changes.



Emergency Eyewash/Safety Shower Weekly Inspection Checklist

Prior to flushing eyewash and safety shower station, check the following:

- Is area around station clear of obstructions?
- Dust caps / covers over eyewash nozzles in place?

Ensure that bucket is used to capture water from station during test and clean up any spilled water. Wet floor sign required.

To test eyewash:

- Depress paddle until water flows. Water should remain flowing after you remove your hand from paddle.
- Continue to flow water until water is clear with no indication of rust, dirt, etc. for 10-15 seconds.
- Feel water to ensure it is tepid (ambient temperature – not hot or cold)

To test safety shower:

- Pull handle of safety shower and let water flow for 15-20 seconds. Water should flow without handle having to be held.

Room#_____ If any problems are found, contact the EHS Officer / Professional at safety@uncfsu.edu.

Year	Week 1	Week 2	Week 3	Week 4	Week 5	Comments
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						



AED Monthly Inspection Checklist

Serial No: _____

Location: _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check unit & accessories for damage, dirt, and contamination. Clean or replace as necessary.												
Check that spare battery pack and pads available.												
Check that battery pack and pads not past expiration dates.												
Check that Active Status Indicator is flashing green.												
Comments												
Inspected by: Initials												