

Andrews University

Office of Campus Safety

5. Occupational Safety Section

5.3. Medical Services/First Aid Policy

5.3.1. Administration

- 5.3.1.1. This policy was originally adopted by the Campus Safety Committee on 6/11/11 and is administered by the Office of Campus Safety. This policy is for public dissemination.
- 5.3.1.2. This policy applies to the entire campus, affecting employees, students, and any non-employee/student who accesses University owned private property.
- 5.3.1.3. Violations of this policy shall be reported to the Office of Campus Safety, who will coordinate the violation mitigation with the department/office having oversight of the area/person found in violation
- 5.3.1.4. The President, Provost, and Vice President for Financial Administration may make variances to this policy.

5.3.2. Purpose

The purpose of this document is to establish the University's policy on how occupational injuries/illnesses shall be treated and reported. This policy shall establish the minimum requirements, in accordance with federal (OSHA) and state (MIOSHA) regulations for the class, type and the corresponding supplies for a First Aid kit as well as the use of AEDs.

5.3.3. Definitions

Specific terms in this policy are defined as follows:

- 5.3.3.1. ADA: Americans with Disability Act
- 5.3.3.2. AED: Automated External Defibrillator
- 5.3.3.3. Class A Kit: First Aid minimum supplies for occupants up to 10 persons and are intended to provide a basic range of products to deal with most common types of injuries encountered in the workplace including: major wounds, minor wounds (cuts and abrasions), minor burns and eye injuries. First aid kits designated as Class A shall contain the assortment of compliant supplies in the quantities specified in Table 5.3.2.
- 5.3.3.4. Class B Kid: First aid minimum supplies for occupants up to 50 persons and are intended to provide broader range and quantity of supplies to deal with injuries encountered in more

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populated, complex and/or high-risk workplace environments. First aid kits designated as Class B shall contain the assortment of compliant supplies in the quantities specified in Table 5.3.2.

- 5.3.3.5. Health club: An establishment that provides, as its primary purpose, services or facilities that are purported to assist patrons in physical exercise, in weight control, or in figure development, including, but not limited to, a fitness center, studio, salon, or club. A health club does not include a hotel or motel that provides physical fitness equipment or activities, an organization solely offering training or facilities for an individual sport, or a weight reduction center.
- 5.3.3.6. Type I first aid kits: are intended for use in stationary, indoor settings where the potential for damage of kit supplies due to environmental factors and rough handling is minimal. Type I first aid kits shall have a means for mounting in a fixed position and are generally not intended to be portable. Typical applications for Type I first aid kits may include, but are not limited to, the following: general indoor use, an office setting or a manufacturing facility. First aid cabinets would generally fall into the Type I classification.
- 5.3.3.7. Type II first aid kits: are intended for portable use in indoor settings where the potential for damage of kit supplies due to environmental factors and rough handling is minimal. Typical applications for Type II first aid kits may include, but are not limited to, the following: general indoor use, an office setting or a manufacturing facility.
- 5.3.3.8. Type III first aid kits: are intended for portable use in mobile, indoor and/or outdoor settings where the potential for damage of kit supplies due to environmental factors is not probable. Type III kits shall have a means to be mounted in a fixed position and shall have a water resistant seal. Typical applications for Type III first aid kits may include general indoor use and sheltered outdoor use.
- 5.3.3.9. Type IV first aid kits: are intended for portable use in the mobile industries and/or outdoor settings where the potential for damage to kit supplies due to environmental factors and rough handling is significant. Type IV kits shall have a means to be mounted in a fixed position and shall meet the performance requirements in Table 5.3.1. Typical applications for Type IV first aid kits may include, but are not limited to, the following: the transportation industry, the utility industry, the construction industry, and the armed forces.

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5.3.4. Policy Procedures

The following procedures will be followed to comply with this policy.

5.3.4.1. Medical Services

- 5.3.4.1.1. In accordance with the University employee handbook occupational injuries and illnesses shall be initially treated through the University Medical Center (UMC).
- 5.3.4.1.2. When UMC is closed, an injured person shall be directed to a walk-in clinic, excluding any required emergency treatment.
- 5.3.4.1.3. First aid facilities, such as eye wash stations or first aid kits and medical training, such as blood borne pathogens, shall be made available to the employees based upon the Job Hazard Assessments (JHA) or Job Safety Analysis (JSA).
- 5.3.4.1.4. All injuries are to be reported to the Office of Campus Safety via telephone and the necessary forms are to be filled out as stated in the University's General Occupational Safety Policy.

5.3.4.2. First Aid Kits

- 5.3.4.2.1. The first aid kit should be either Class A or B as classified by (ANSI) Z308.1-2015 and the containers used to house the supplies must be designated Type I, Type II, Type III or Type IV in accordance with Section 5.2 of the ANSI Z308.1-2015 standard, in Table 1.
- 5.3.4.2.2. There must be an assortment of supplies in the quantities specified in Table 2. The supplies listed in Table 3 should be added to the first aid kit as deemed necessary.
- 5.3.4.2.3. Each work environment is unique and it is recommended that a first aid kit containing the minimum required first aid supplies will be augmented with additional items or additional quantities of required supplies based upon the specific hazards existing in the workplace environment.
- 5.3.4.2.4. The Office of Campus Safety will identify the location, type, and any unique supplies of a first aid kit. The authorized person located in the building/department shall inspect the first aid kits on a monthly basis. These monthly inspections shall be reported to Campus Safety.
- 5.3.4.2.5. Campus Safety shall conduct quarterly audits of the first aid kits.

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5.3.4.3. Automated External Defibrillator (AED)

- 5.3.4.3.1. All AED purchases must be coordinated with the Office of Campus Safety.
- 5.3.4.3.2. The installation of AEDs must comply with the University Building Modification Policy and ADA requirements.
- 5.3.4.3.3. AEDs that are located in areas that are not maned and monitored by cameras, ought to be placed in an alarm box/cabinet that can alert the Office of Campus Safety when it is open.
- 5.3.4.3.4. Areas where AEDs are installed, should have at least one person working in this area who is certified by the American Red Cross, The American Heart Association or an equivalent organization, in basic first aid, basic cardiopulmonary resuscitation (CPR) and AED use
- 5.3.4.3.5. Health Club Operations;
 - a) The American Red Cross, The American Heart Association or an equivalent organization, must certify all health club staff in basic first aid, basic cardiopulmonary resuscitation (CPR) and AED use.
 - b) Health clubs must have on premises an AED deployed in a manner that provides obvious and ready accessibility to staff, members and guests according to Michigan Public Act No. 23, 2006.
 - c) Health club shall develop and implement an emergency plan to address emergency services, when needed, during operational hours at the health club.
- 5.3.4.3.6. Grades K-12 facilities shall;
 - a) Establish a Cardiac Emergency Response Plan
 - b) All faculty of Grades 9-12 (Andrews Academy) should be AED/CPR certified.
- 5.3.4.3.7. Maintenance of the AEDs must be carried out in accordance with manufacture specifications by the department designee
- 5.3.4.3.8. The Office of Campus Safety shall create a list of AEDs on campus and review the required emergency/Cardiac emergency response plans on a yearly basis (preferably a month before the beginning of a new school year).

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5.3.5. Policy Resources/Statutes

The following resources were used in the development of this policy:

- ANSI Z308.1-2015
- Michigan Occupational Safety and Health Administration (MIOSHA) General Industry Health Standard Part 472.
- Michigan Fire Marshall Bulletin #2
- Michigan Public Act No. 23 of 2006

5.3.6. Policy Revision/Modification

The following revisions/modifications were made to this policy:

12/12/17 Sections 5.3.3. and 5.3.4.3. were added, Section 5.3.4.2.1 Appendix 1 and 2 were removed, and Section 5.3.4.2.2. Appendix 3 was replaced with Table 5.3.1, 5.3.2, and 5.3.3.

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Tables 5.3 1-3:

Table 5.3.1 Characteristics of Types of First Aid Kits					
Type	Use	Portable	Mountable	Water Resistant	Waterproof
I	Indoor		X		
II	Indoor	X			
III	Indoor/Outdoor	X	X	X	
IV	Indoor/Outdoor	X	X		X

Table 5.3.2 First Aid Kit Classes and Required Supplies				
First Aid Supply	Minimum Quantity			
	Class A Kit	Class B Kit	(US)	(Metric)
Adhesive Bandage(s)	16	50	1x3 in.	2.5x7.5 cm
Adhesive Tape	1	2	2.5 yd. (total)	2.3 m (total)
Antibiotic Application	10	25	1/57 oz.	0.5 g
Antiseptic	10	50	1/57 oz.	0.5 g
Breathing Barrier	1	1	N/A	N/A
Burn Dressing (gel)	1	2	4x4 in.	10x10 cm
Burn Treatment	10	25	1/32 oz.	0.9 g
Cold Pack	1	2	4x5 in.	10 x12.5 cm
Eye Covering, with means of attachment	2	2	2.9 sq. in.	19 sq. cm
Eye/Skin Wash	1 fl. oz.	4 fl. Oz.		29.6 ml / 118.3 ml
First Aid Guide	1	1	N/A	N/A
Hand Sanitizer	6	10	1/32 oz.	0.9 g
Medical Exam Gloves	2 pair	4 pair	N/A	N/A
Roller Bandage 2 in. Wide	1	2	2 in. x 4 yd.	5 cm x 3.66 m
Roller Bandage 4 in. Wide	0	1	4 in. x 4 yd.	10 cm x 3.66 m
Scissors	1	1	N/A	N/A
Splint	0	1	4.0 x 24 in.	10.2 x 61 cm
Sterile pad	2	4	3 x 3 in.	7.5 x 7.5 cm
Tourniquet	0	1	1 in. (width)	2.5 cm (width)
Trauma pad	2	4	5 x 9 in.	12.7 x 22.9 cm
Triangular Bandage	1	2	40 x 40 x 56 in.	101 x 101 x 142 cm

Table 5.3.3 Additional Supplies as Deemed Necessary	
First Aid Supply	Purpose
Low Dose Aspirin	Treat suspected heart attack
Hemostatic Agent	Treat individuals compromised clotting or uncontrolled bleeding.
Electrolyte Replacement	Treat heat-stress related injuries
Glucose Replacement	Treat diabetic or hypoglycemic episodes
Analgesics (oral/topical)	Pain management/swelling control
Hydrocortisone	Skin-related reactions including itchiness and rashes
Antihistamine	Treat allergic reactions
Foil Blanket	Treat for shock/cold-stress related injuries