



	<p align="center"><b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b></p> <p align="center"><b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b></p>	
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<b>MEDICAL AND FIRST AID</b>		

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## **SUBPART A - PURPOSE**

Occupational health concerns receive high priority at Berry Bros. General Contractors, Inc. It is essential that each employee be able to respond to first-aid events and resolve all other occupational health problems quickly. The safety and health of our employees and the protection of our environment continues to be the first consideration in the operations of our business. The preservation of safety and health and to provide environmental excellence must be a part of every operation.

It is the policy of Berry Bros. to ensure that trained personnel and appropriate first aid supplies are readily available in the event of an emergency at our facilities and work sites. Under no circumstances will our employees be involved in the rendering of first aid unless they have been instructed in the proper medical and first aid techniques.

The purpose of this plan is to:



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- Create awareness among our workforce of the need for trained medical personnel.
- Provide a consistent format for training employees on the proper procedures to be used when rendering first aid to injured workers.
- Minimize the possibility of injury or harm to the employees who provide/receive first aid.
- Demonstrate compliance with all requirements of the medical and first aid standard.

## **SUBPART B - COMPLIANCE INFORMATION**

### **Management Responsibilities**

Some basic medical and first aid principles that shall be used include the following:

- Ensure the ready availability of medical personnel for advice and consultation on matters regarding workplace health.
- At least one person at the facility is trained to render first aid if a hospital, clinic, or infirmary is not located in near proximity.
- First aid supplies are readily available for use.
- Suitable facilities for quick drenching or flushing of the eyes and body are provided in work areas where a worker may be exposed to corrosive materials.

### **HS&E / Risk Management Responsibilities**

- Ensure that first-aid and health programs are adequate.
- Maintain all required records.
- Ensure first-aid supplies are well stocked.
- Conduct first-aid training when needed.
- Administration of all medical management programs.
- Maintain employee health / medical files.
- Adhere to all standards of the Bloodborne Pathogen Program.

## **SUBPART C - SIGNS AND MARKINGS**



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When necessary, signs and markings will be used to identify medical and first aid equipment, eyewash stations, and quick drenching showers throughout our facility and the worksite.

## **SUBPART D - FIRST AID SUPPLIES / IMPLEMENTATION**

First Aid supplies shall be easily accessible when required. There are Employee First Aid Stations throughout the Berry Bros' facilities. Additionally, First Aid kits are placed in the toolboxes that accompany crews working at remote locations. When a First Aid station is established by the Superintendent of the work crew, he or she shall be responsible for posting emergency phone numbers at the job site. These numbers shall include the telephone numbers of physicians, hospitals or ambulances in their area.

The host employer shall ensure that all supplies and equipment are maintained at all times at work sites. This includes showers and eye wash stations. BBGCI facilities and marine vessels are equipped with eye wash stations.

### **First Aid Kits**

First Aid Kits shall consist of appropriate items and stored in a weatherproof container with individual sealed packages of each type of item per ANSI Standard Z308.1-1998 or Appendix A of CFR 1910.151 (August 1998). These are minimum requirements. Berry Bros.' First Aid kits are stocked with additional material in an attempt to anticipate what might be needed to treat an emergency situation.

The supervisor/foreman is responsible for checking the first aid kits prior to job start-up and weekly thereafter. They then call the purchasing department for BBGCI to have the third party provider, Cintas First Aid & Safety, restock the contents of the kits.

While working on the hoist employer's / clients location, the hoist employer / client is responsible for providing, checking, and restocking of the first aid kits.

## **SUBPART E - FIRST AID TRAINING IN OCCUPATIONAL SETTINGS**

Supervisors, foremen, lead men, and certain employees are trained by the HS&E Department or certified third-party trainers at a minimum of every two years or as



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needed. This training is done on an awareness level by a **certified** Medic / First Aid International Instructor or equivalent organization; in which the training is documented and can be verified by documented evidence in the form of training certificates or cards. Training covers the following:

- Basic first aid
- CPR
- Automated External Defibrillators
- Bloodborne Pathogens

## **SUBPART F - EMERGENCY TRANSPORTATION and PHONE NUMBERS**

The HS&E Department, supervisor, or host employer/client shall provide transportation for any employee injured at the facility worksite. In the event that the injury is serious, a local ambulance service should transport the injured person to the nearest healthcare facility.

In the event 911 services are not available at the work site or location, telephone numbers of physicians, hospitals, and ambulance services shall be conspicuously posted on each job site or readily available if needed.

## **SUBPART G - RECORDS**

Treatment records are permanent records and will be filled out for any of the following:

- All visits to the first-aid station with exception of visits for minor cuts or comfort care such as headaches and colds.



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- Wraps
- Balms
- Hot-wax
- Non-invasive or non-medicating procedures
- All accidents that result in injury must be reported immediately to the employee’s supervisor or superintendent.
- All occupational illnesses.
- Prior to referral to any medical provider.

**SUBPART H - CONFIDENTIALITY**

Records of all first-aid and medical events shall be kept in individual files which will be maintained separate and apart from the employee’s personnel file. All medical record information is confidential and shall not be released to any third-party without written authorization from the employee or as authorized by law.

**SUBPART I - POST ACCIDENT SUBSTANCE ABUSE EVALUATIONS**

For all accidents that result in injuries or property damage or that requires off-site medical attention and / or evaluation, a Post Injury Drug and Alcohol screen will be conducted. Depending upon the employee’s job function or the screen could either be a Non-DOT or DOT screen. This screening is part of Berry Bros. General Contractors, Inc. Drug Free Workplace Program.

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Approved By: Joe Berry & Safety Committee

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