

Medical Services & First Aid Program

Purpose and Administrative Duties

Different workplace hazards mandate different kinds of medical services. Some hazards may manifest themselves in to injuries which require immediate medical attention by specially trained health care providers, some may simply require first aid, others may result in illnesses which are of a chronic nature.

Our company has therefore established this medical services/ first aid program for our facility and construction sites to ensure worker safety and health, and availability of medical services. This will ensure the availability of medical personnel for advice and consultation on matters of occupational health.

The Project Manager is in charge of implementing and maintaining this program. A copy of the program can be reviewed by employees. It is located in the safety and health manual and at our corporate offices.

Procedures

The following procedures shall be adhered to in fulfilling the purpose of this program. The procedures are as follows:

- Prior to the commencement of each project, provisions shall be made for prompt medical attention in case of serious injury. This is accomplished by ensuring properly trained employees are on site who have completed an approved first aid/CPR course which meets the requirements of 1926.50(c) and by preplanning for the nearest available communications, and/or hospitals and physicians. This information will be recorded in the project log book by the Project Manager for emergency situations and posted in a conspicuous place at the job site.
- First aid supplies shall be readily accessible and identifiable when required. Additionally they shall be stored in leak proof containers and sealed in individual packages for sanitation purposes.
- First aid supplies shall be checked for completeness and all expendables restocked prior to being sent to the jobsite. Additionally, the first aid kit shall be checked on a weekly basis by the Project Manager, or designated representative. First aid kits shall contain, at a minimum, supplies that meet ANSI Z308.1-1978. Specifically, our first aid kits located at our jobsites contain:
 - Cold Packs
 - Tweezers
 - Hypo Allergenic Latex Gloves
 - Scissors

- Assortment of Adhesive Strips
 - Bandages
 - Gauze Pads
 - Eye pads
 - Wound Wipes
 - Burn cream
 - Eye Irrigate
 - Ammonia inhalants
 - Aspirin or Tylenol
 - Biohazard Bags
 - Triple antibiotic Cream
 - Disinfectants
 - Facemask/Eyeshield
- Transportation and Communication devices, such as 2 way radios or cellular phones, shall be available for summoning emergency services or for emergency transport, when a serious emergency results.
 - 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.

Medical Consultation and Examination

When an employee exhibits signs or experiences symptoms associated with exposure to a hazardous chemicals used in the workplace, we provide employees with the opportunity for medical attention and evaluation.

When an employee desires medical attention, The Project Manager will:

- Give the physician specific information on the identity of the hazardous chemical, so an accurate assessment can be made.
- Tell the doctor conditions under which the exposure occurred, so an accurate assessment can be made.
- Give a description of the signs and symptoms experienced by the worker, so an accurate assessment can be made.

Record keeping

At EMA, we establish and maintain for each employee an accurate record of exposure monitoring results and any medical consultation and examinations, including tests or physician medical opinions, in accordance with OSHA's rule governing access to employee exposure and medical records, 29 CFR 1910.1020. We accomplish this by informing all of our employees of their specific rights and responsibilities under the OSH Act during initial orientation and annual training. All records are kept at our corporate offices and will usually contain at a minimum, the following information.

- The name and social security number of the employee.
- Any physician's written opinions, recommended limitations, and results of examinations and tests.
- Any employee medical complaints related to exposure to hazardous substances.
- A copy of the information provided to the examining physician by the employer, with the exception of the standard and its appendices.