Background

Introduction
The University of Washington (UW) Environmental Health & Safety Department (EH&S) provides First Aid Plan Guidelines, which were used to create this document. Information that did not apply to FHL was omitted; other information was customized for FHL, including additions to Appendix I.

Purpose
All employees must have access to quick and effective first aid. The guidelines provided by UW EH&S accommodate the wide variety of work types, locations, and environments shared by the University’s employees. Employees identified as first aid trained for the purposes of meeting regulatory requirements do so as a collateral duty; it is not their primary job assignment to provide first aid or other medical assistance.
Regulatory Requirements and University Policy

UW must comply with federal and state first aid regulations. Compliance with Washington Industrial Safety and Health Act (WISHA) under WAC 296-800-150, “First Aid,” requires the University to ensure that first aid trained personnel are available to provide quick and effective first aid. The University’s Administrative Policy Statement 10.3 also states the requirement to ensure that employees have access to first aid.

Roles and Responsibilities

The roles and responsibilities for University health and safety programs and policies are outlined in Presidential Order 55. The following are specific to the University’s First Aid requirements.

EH&S Responsibilities

UW EH&S has the responsibility to develop and assist the campus with technical support and assistance in order to implement this policy and first aid requirements. EH&S helps to interpret the first aid requirements and serves as a liaison with the State Department of Labor and Industries (L&I) for health and safety, including first aid requirements. In addition, EH&S helps to ensure compliance with federal and state first aid regulations through program oversight and provision of services, including information, resources, and training.

UW Unit Responsibilities

UW Executive order 55 specifies that each dean, director, department chair, and supervisor is responsible for the health and safety performance in their respective units. This responsibility cannot be transferred or delegated.

Employing units are responsible for ensuring the availability of quick and effective first aid and readily accessible first aid supplies in work areas.

Each organizational unit must document their first aid plan, defining the unit’s method for meeting the first aid requirements from the options and guidelines included in this document.

First Aid Response Plan Options

General Information

The following applies to all University work areas:

- Most University work locations are served by municipal enhanced 911 Emergency Medical Services.
- Compliance may be achieved for any type of work environment by having at least one first aid certified employee present when employees are working. A common method of achieving this coverage is for each supervisor (or their designee) to be trained and certified in first aid. It is strongly recommended that an alternate person also be trained and certified in first aid, to ensure coverage during absences.
- Units must identify, document, and track first aid certified employees. Appendix I is a tool to track this information.
- Units that have off-site situations, such as field trips and remote research field stations, should have site-specific and situation-specific first aid response plans.
- Departments must communicate their first aid plan to their employees.

Office Environments (Academic, Administrative or Service Unit Offices, etc.)

Organizational units with office work environments can comply with the first aid training requirement by having at least one first aid certified employee per floor of each building, wing, or other defined work area where the unit has offices. For example, a large suite of offices may have one first aid trained employee for
the suite, and can rely on a first aid trained employee in a nearby area as a backup. One method for providing adequate coverage is to have evacuation wardens be first aid trained. Another option for some office work environments is to reply on the 911 system’s emergency services for first aid response. In office areas where this option is used, all employees in the area must be informed that these 911 services are the primary first aid responders for the unit and be trained in how to summon assistance.

**Laboratories**
Work environments that are primarily laboratory facilities (research, clinical, and/or teaching) are required to have at least one first aid certified employee present where employees are working at all times. This can be achieved by having at least one first aid certified individual per floor, building, wing, or other defined work area (such as a center, institute, or suite of laboratories). More than one first aid trained employee may be needed to ensure coverage during absences and vacancies. Another method to achieve compliance is to have building evacuation wardens be first aid certified.

**Working Alone**
Employees who work alone must know how to summon a first aid certified employee. Supervisors/leads must know the location of all staff working alone and periodically confirm their safety.

**Remote Locations (Research Field Stations, Field Trips, Diving)**
When University employees are stationed in remote locations, such as research field stations or on field trips that are not served by a municipal emergency medical service, there must be an advanced first aid trained employee on-site at all times.

In addition, when University employees are assigned to work at remote field locations or field trips, the employing unit must have a written emergency plan for each field station or field trip. The emergency plan must include emergency phone numbers, communications capabilities, provisions for transportation of injured or ill employees, and the location of the nearest medical facility.
In accordance with the UW Diving Safety Manual, scientific SCUBA diving conducted under University auspices must include documented pre-dive emergency planning. University certified divers are required to have current diving first aid and CPR certification, including emergency oxygen training.

**Training**

**Obtaining and Documenting First Aid Training**
FHL staff who supervise groups in the field, or in wet labs, or who work alone in remote locations are required to have training in First Aid and CPR every two years. ALL other FHL employees are strongly encouraged to take First Aid/CPR Training.

EH&S offers first aid training courses. The current course schedule is listed on the EH&S training webpage. EH&S can also assist large groups with obtaining advanced first aid training, if needed. Course fees apply for all first aid training courses.

San Juan EMS provides First Aid and CPR classes throughout the year. See their web site for details: [http://sanjuanems.org/education/cpr-first-aid/](http://sanjuanems.org/education/cpr-first-aid/). Contact Lainey Volk at 378-5152 Ext 3 or by email at prevention@sanjuanems.org for an up to date list of available classes.
A FHL staff member may also offer First Aid and CPR classes to FHL staff on a regular basis to ensure all have the opportunity to take the class every two years.
Each employee who completes the first aid course should receive a first aid card to serve as documentation. In addition, FHL maintains training records for all FHL employees.

Wilderness First Aid Training
Employees working in remote locations are required to have access to advanced first aid training. The work environment and potential hazards should be assessed to determine if injuries could result that would require first aid skills outside the scope of a standard first aid course. In these cases, wilderness first aid training may be more appropriate. Arrangements for advanced first aid training can be made through EH&S.

First Aid Kits
First aid supplies must be readily available to all employees, and should be stored in clean, clearly marked, portable containers. The containers must not be locked. They must be made of material that protects them from damage, deterioration, or contamination in the work environment. L&I provides a First Aid Kit Contents Guide. Units must assess their work environments to determine if, given the hazards in the environment, additional supplies are needed. Contact EH&S at 206-543-7262 if you need assistance determining what types of first aid supplies are needed for your work environment. Units should document the location of their first aid kits and assign responsibility for stocking and checking expiration dates. All employees should know the location of these kits through regular communication (e.g., an annual reminder at an all-employee meeting). First aid kits and supplies may be purchased through UW eProcurement or through a local retailer or safety supply vendor.

Good Samaritan Act
Employees who obtain first aid training as a collateral duty and not as a primary job assignment are covered by the Good Samaritan Statute (RCW 4.24.300), which states: "Any person, including but not limited to a volunteer provider of emergency or medical services, who without compensation or the expectation of compensation renders emergency care at the scene of an emergency or who participates in transporting, not for compensation, therefrom an injured person or persons for emergency medical treatment shall not be liable for civil damages resulting from any act or omission in the rendering of such emergency care or in transporting such persons, other than acts or omissions constituting gross negligence or willful or wanton misconduct."

Bloodborne Pathogens Training
University employees who are first aid trained as a collateral job duty are not required to have annual bloodborne pathogen training nor are they required to be offered a Hepatitis B immunization. Employees who render first aid or other medical assistance as a primary job duty must be included in the UW Bloodborne Pathogen Program, have annual training, and be offered a Hepatitis B immunization. In the event that a University employee is exposed to human blood or body fluids during the administration of first aid or any other activity in the workplace, the employee should notify their supervisor immediately to be referred to the appropriate employee health clinic for post-exposure follow-up. In addition, a UW Online Accident Reporting System (OARS) report must be completed. More information on incident reporting can be found on the EH&S accident reporting webpage.

Resources and Contact Information
Questions regarding first aid should be directed to EH&S at 206-543-7388 or e-mail at ehsdept@uw.edu.
Appendix I: Documentation of FHL First Aid Plan

Department, organization, or unit name: Friday Harbor Labs (FHL)

This First Aid Plan is for the following type of work environments

☒ Office  ☐ Laboratory  ☒ Remote Location

Friday Harbor Labs (FHL) has chosen the following as our plan to provide quick and effective first aid to our employees:

☒ We will sometimes rely on San Juan Island Emergency Medical Services (SJI EMS) to provide first aid.*

UWPD and Seattle Fire Department emergency response are not available at Friday Harbor Labs. Instead, we are fortunate to be served by San Juan Island Emergency Medical Services (SJI EMS). SJI EMS can usually respond within 5 or 10 minutes of receiving a 911 emergency call, and can transfer patients to our local medical clinic. Seriously injured persons can be promptly medevacked to a mainland hospital. Although we will have first-aid trained personnel available on campus, we will also contact SJI EMS for more serious first aid needs.

☒ We will ensure that first-aid trained personnel are available to render first aid to our employees. The following employees have received first aid training within the past two years and are certified:

FHL Personnel who have taken DAN (Divers Alert Network) Basic Life Support Training:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Rachel</td>
<td><a href="mailto:rachelea@uw.edu">rachelea@uw.edu</a></td>
<td>May 4, 2019</td>
</tr>
<tr>
<td>Crosby, Dylan</td>
<td><a href="mailto:dylanfhl@uw.edu">dylanfhl@uw.edu</a></td>
<td>January 24, 2020</td>
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<tr>
<td>DeGraaff, Teresa</td>
<td><a href="mailto:degraffa@uw.washington.edu">degraffa@uw.washington.edu</a></td>
<td>January 24, 2020</td>
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<tr>
<td>Drake-Raue, Raina</td>
<td><a href="mailto:rainadrakerua@icloud.com">rainadrakerua@icloud.com</a></td>
<td>March 2, 2019</td>
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<tr>
<td>Dobkowski, Katie</td>
<td><a href="mailto:kdobkwos@uw.edu">kdobkwos@uw.edu</a></td>
<td>May 25, 2018</td>
</tr>
<tr>
<td>Dwyer, Tim</td>
<td><a href="mailto:tdwyer00@gmail.com">tdwyer00@gmail.com</a></td>
<td>June 22, 2018</td>
</tr>
<tr>
<td>Eltrich, Kathy</td>
<td><a href="mailto:eltrich@gmail.com">eltrich@gmail.com</a></td>
<td>May 4, 2019</td>
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<tr>
<td>Gaydos, Joe</td>
<td><a href="mailto:jkgaydos@ucdavis.edu">jkgaydos@ucdavis.edu</a></td>
<td>June 22, 2018</td>
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<tr>
<td>Graham, Olivia</td>
<td><a href="mailto:ojraham@me.com">ojraham@me.com</a></td>
<td>June 21, 2019</td>
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<tr>
<td>Guenther, Rebecca</td>
<td><a href="mailto:beckiguenther@gmail.com">beckiguenther@gmail.com</a></td>
<td>March 9, 2018</td>
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<tr>
<td>Harvell, Drew</td>
<td><a href="mailto:CDH5@cornell.edu">CDH5@cornell.edu</a></td>
<td>June 21, 2019</td>
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<tr>
<td>Herko, Michael P.</td>
<td><a href="mailto:herko@rockisland.com">herko@rockisland.com</a></td>
<td>January 24, 2020</td>
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<tr>
<td>Herko, Michelle</td>
<td><a href="mailto:herko@uw.edu">herko@uw.edu</a></td>
<td>January 24, 2020</td>
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<tr>
<td>Holthuis, Bernadette</td>
<td><a href="mailto:holthuis@uw.edu">holthuis@uw.edu</a></td>
<td>December 13, 2018</td>
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<tr>
<td>Iliff, George</td>
<td><a href="mailto:fhlmaint@uw.edu">fhlmaint@uw.edu</a></td>
<td>December 13, 2018</td>
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<td>Kitaeff, Pema</td>
<td><a href="mailto:pema@uw.edu">pema@uw.edu</a></td>
<td>January 24, 2020</td>
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<tr>
<td>Kull, Kristy</td>
<td><a href="mailto:kjkull@uw.edu">kjkull@uw.edu</a></td>
<td>December 13, 2018</td>
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<tr>
<td>Lowe, Alex</td>
<td><a href="mailto:alextlowe@gmail.com">alextlowe@gmail.com</a></td>
<td>July 25, 2019</td>
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<tr>
<td>Melvin, Craig</td>
<td><a href="mailto:yachtlover@rockisland.com">yachtlover@rockisland.com</a></td>
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<tr>
<td>Meredith, Jeannie</td>
<td><a href="mailto:fhlstock@uw.edu">fhlstock@uw.edu</a></td>
<td>March 2, 2019</td>
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<tr>
<td>Mills, Claudia</td>
<td><a href="mailto:cemills@uw.washington.edu">cemills@uw.washington.edu</a></td>
<td>May 5, 2019</td>
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</table>
Murray, Jim  
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Nash, Tracy  
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Pieples, Tommy  
Pieples, Tommy  
Pieples, Tommy  
Pieples, Tommy  
Pieper, Cheryl  
Pieper, Cheryl  
Pieper, Cheryl  
Pieper, Cheryl  
Sebens, Ken  
Sebens, Ken  
Sebens, Ken  
Sebens, Ken  
Seitz, Jeff  
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Seitz, Jeff  
Smith, Derek (EMT)  
Smith, Derek (EMT)  
Smith, Derek (EMT)  
Smith, Derek (EMT)  
Spaulding, Laurie  
Spaulding, Laurie  
Spaulding, Laurie  
Spaulding, Laurie  
Swalla, Billie  
Swalla, Billie  
Swalla, Billie  
Swalla, Billie  
Walch, LeeAnn  
Walch, LeeAnn  
Walch, LeeAnn  
Walch, LeeAnn  
Willows, Dennis  
Willows, Dennis  
Willows, Dennis  
Willows, Dennis  
Wood, Jason  
Wood, Jason  
Wood, Jason  
Wood, Jason  

First Aid Kits at FHL
Locations and sizes of first-aid kits in our unit are listed below. Kits are inspected periodically by FHL Stockroom staff so they can be restocked before running out of an item.

<table>
<thead>
<tr>
<th>Location</th>
<th>Unit Size</th>
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<tbody>
<tr>
<td>Fernald, basement hallway</td>
<td>25 person unit</td>
</tr>
<tr>
<td>Stockroom, opposite check-out desk</td>
<td>25 person unit</td>
</tr>
<tr>
<td>Maintenance Shop, next to sink</td>
<td>15 person unit</td>
</tr>
<tr>
<td>Student Shop, next to sink</td>
<td>15 person unit</td>
</tr>
<tr>
<td>Labs 1-5 and 9-12 by Safety Bulletin Board</td>
<td>15 person unit</td>
</tr>
<tr>
<td>Lab 8, hallway near bathroom</td>
<td>15 person unit</td>
</tr>
<tr>
<td>Labs 6 and 7 by sink</td>
<td>10 person unit</td>
</tr>
<tr>
<td>Dining Hall, Kitchen</td>
<td>25 person unit</td>
</tr>
<tr>
<td>Commons Kitchen</td>
<td>25 person unit</td>
</tr>
<tr>
<td>Boathouse, under sign-out sheet</td>
<td>5 person unit</td>
</tr>
<tr>
<td>Boats, stowage compartment</td>
<td>5 person unit</td>
</tr>
<tr>
<td>Centennial, galley cupboard under stove</td>
<td>25 person unit</td>
</tr>
<tr>
<td>Vans, under driver’s seat</td>
<td>5 person unit</td>
</tr>
</tbody>
</table>

This First Aid Plan was last updated:  April 2022

For questions regarding this plan contact: Bernadette Holthuis, holthuis@uw.edu