

## 1.1 PURPOSE

- 1.1.1 The purpose of this policy is to ensure that TERRY R PITT CONSTRUCTION worksites are supplied with the resources and training necessary to provide effective initial treatment in the event of minor illness or injury to employees.

## 1.2 RESPONSIBILITIES

### 1.2.1 Supervisors

- 1.2.1.1 Notify the safety department if need for restocking of first aid kits is observed.
- 1.2.1.2 Ensure that employees with serious injuries or illnesses are transported to emergency medical facilities when necessary.

### 1.2.2 Safety department

- 1.2.2.1 Provide first aid safety training as required by the TERRY R PITT CONSTRUCTION safety program.
- 1.2.2.2 Provide guidance to employees to prepare them to respond to questions and encourage compliance with this policy at their worksites.
- 1.2.2.3 Coordinate inspection and restocking of first aid kits on a monthly basis.

### 1.2.3 Employee

- 1.2.3.1 Record use and purpose of items used from first aid kits.
- 1.2.3.2 Notify supervisor immediately upon being injured.
- 1.2.3.3 Notify supervisor of injury or illness of co-workers who may be incapacitated.
- 1.2.3.4 Avoid contact with blood or other pathogen-carrying fluids of other injured employees.
- 1.2.3.5 Employees are not designated first respondents and are in no way required to give direct first aid or onsite medical treatment.

- 1.2.4 TERRY R PITT CONSTRUCTION employees with the responsibility of being a first responder will ensure aid is rendered in a responsible and reasonable manner as to not place themselves or other workers at risk. Ensure that aid is not rendered beyond the level of training.

## 1.3 PROCEDURE

- 1.3.1 In the absence of onsite medical services at a jobsite the company will provide:

- 1.3.1.1 Personnel trained in first aid and CPR
- 1.3.1.2 A first aid kit located in a common area

- 1.3.1.3 Regular inspections of the medical kit to ensure supply levels
- 1.3.1.4 Regular verification of personnel with first aid and CPR certificates
- 1.3.1.5 Any incidents or injuries will be reported to the safety department per company reporting procedure. For serious injuries/illnesses 9-1-1 will be called to assist
- 1.3.2 For jobsites that do not have an onsite infirmary, clinic, hospital, or physician that is reasonably accessible in terms of time and distance to the jobsite, a first aid responder will be provided with sufficient medical supplies and equipment to render first aid.
- 1.3.3 Proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, will be provided.
- 1.3.4 First aid providers must be a person or persons who have a valid certificate in first aid training. The first aid and CPR certification must be obtained from the US Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence.
- 1.3.5 In the event an employee, contractor, visitor, etc. is injured or suddenly becomes ill, the following sequence of steps will be followed:
  - 1.3.5.1 Notify onsite medic/first responder and the supervisor immediately.
  - 1.3.5.2 Onsite medic/first responder determines if immediate medical attention is required.
  - 1.3.5.3 If injured person requires immediate medical attention, transport to hospital and implement the emergency response. Contact information for healthcare providers, hospitals, and ambulance services will be listed on the emergency response flowchart. First responders will call 9-1-1 for additional immediate assistance.
  - 1.3.5.4 For minor injuries, first responder will administer first aid to the extent of their training.
  - 1.3.5.5 First aid supplies and eye wash stations can be accessed at first aid stations.
  - 1.3.5.6 Trained personnel will clean potential bloodborne pathogen-contaminated materials as per TERRY R PITT CONSTRUCTION's exposure control plan.

## 1.4 CLASSIFICATION OF INJURIES

- 1.4.1 Injuries are classified according to the Workers' Compensation injury classification guidelines:
  - 1.4.1.1 Lost workday case (LWC): Any work-related injury or illness which prevents the employee from reporting to work on any subsequent scheduled workday.
  - 1.4.1.2 Restricted workday case (RWC): Any work-related injury or illness which prohibits the employee from performing one or more parts of those functions essential to his/her position, for any subsequent shift.

1.4.1.3 Medical treatment case (MTC): Work-related injury or illness that requires treatment by a physician or by a registered professional under the orders of a physician.

1.4.2 TERRY R PITT CONSTRUCTION will calculate its recordable, incident, restricted duty, and lost workday rates by using the Workers' Compensation formula:

$$\frac{\text{Number of Cases X 200,000}}{\text{Total Employee Man Hours}}$$

1.4.3 TERRY R PITT CONSTRUCTION reserves the right to withhold immediate classification of reported injuries where investigative information supplemented by physician's medical opinions raise question to the validity of an injury claim by an employee, until all facts have been obtained.

## 1.5 FIRST AID

1.5.1 The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses.

1.5.2 The telephone numbers of the following emergency services in the area will be posted near the job telephone or otherwise made available to the employees where no jobsite telephone exists: a company authorized physician or medical clinic and one alternate if available, hospitals, ambulance services, and/or fire protection services.

1.5.3 Prior to the commencement of work at any site, the supervisor or manager will locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

1.5.4 Each employee will be informed of the procedures to follow in case of injury or illness through the new employee orientation program and safety meetings.

1.5.5 Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water will be conspicuously and readily accessible.

1.5.6 First aid treatment of on the job injuries will be handled on the jobsite by a qualified and designated employee, who has had training in standard first aid and cardiopulmonary resuscitation (CPR) with a valid certificate in first aid training, the American Red Cross, or equivalent. Administering of care at the immediate work area should be limited to the treatment of *first aid* cases (injuries/illnesses not requiring immediate attention, ex. dizziness, nausea, minor cuts, minor burns, scrapes, trash in the eye, etc.), as a means of providing *immediate care* until trained help arrives.

1.5.7 TERRY R PITT CONSTRUCTION will provide at least one first aid trained employee to each temporary jobsite. This employee will be required to provide assistance only within the limits of their instruction and knowledge. Provisions will be made prior to the commencement of a project for prompt medical attention in case of serious injury.

## 1.6 FIRST AID KITS

- 1.6.1 TERRY R PITT CONSTRUCTION will provide at least one industrial size, adequately stocked first aid kit on company premises and one appropriately stocked kit for use on all temporary jobsite locations.
- 1.6.2 First aid supplies will be readily available, easily accessible when needed, and periodically inspected to reassess the demand for supplies. Inventories will be adjusted as needed.
- 1.6.3 Every jobsite will have access to at least one first aid kit in a weatherproof container. The first aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first aid kit will be arranged to be quickly found and remain sanitary. First aid dressings will be sterile and in individually sealed packages.
- 1.6.4 First aid kits will consist of items that are adequate for the environment in which they are used.
- 1.6.5 For construction operations, items will be stored in a weatherproof container with individual sealed packages of each type of item.
- 1.6.6 For construction operations, first aid kits will be checked before being sent out to each job and at least weekly.
- 1.6.7 Inspections will be conducted to ensure first aid stations are stocked for the environment in which they are servicing.
- 1.6.8 First aid supplies will be provided and monitored monthly. Monthly inspections of first aid kits will ensure items subject to expiration are replaced.
- 1.6.9 Drugs, antiseptics, saline eyewash, inhalants, medicines, or proprietary preparations will not be included in first aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, will be in accordance with the documented recommendations of an employer-authorized, licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.
- 1.6.10 In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances will be conspicuously posted.

## 1.7 ADMINISTERING FIRST AID

- 1.7.1 Individual is unconscious and not breathing:
  - 1.7.1.1 Attempt to establish and maintain an open airway by using the *head tilt, chin lift* method to open the airway.
  - 1.7.1.2 Listen for breathing for 3 to 5 seconds. Look at the chest.
  - 1.7.1.3 Pinch nose shut while covering the victim's mouth with your own (use the disposable mouth shield) if not breathing. Give two full breaths. Watch the chest rise and fall.

- 1.7.1.4 Check the pulse in the side of the neck (carotid pulse) for 5 to 10 seconds.
- 1.7.1.5 Immediately send someone for an ambulance. If no heartbeat, start CPR. If there is a heartbeat, but still no breathing, perform *rescue breathing*:
  - 1.7.1.5.1 Pinch the nose shut and give one breath every 5 seconds.
  - 1.7.1.5.2 Continue for about twelve cycles and recheck the pulse.
  - 1.7.1.5.3 Continue this cycle until the person becomes revived, another trained individual relieves you, or emergency medical help arrives.
- 1.7.2 Individual is conscious, choking, and having difficulty breathing:
  - 1.7.2.1 Have the victim stand up.
  - 1.7.2.2 Stand behind the victim and place your arms around him/her from around both sides of the waist from the rear.
  - 1.7.2.3 Make a fist with one hand and place the thumb inward just above navel.
  - 1.7.2.4 Grasp fist with free open hand and pull in and upward with simultaneously jerking thrusting motion. Continue until obstruction is dislodged or the victim becomes unconscious. This procedure is referred to as the *Heimlich maneuver* and is the preferred method for dislodging an obstruction from the airway of a conscious adult.
- 1.7.3 Should the individual become unconscious during your efforts due to lack of oxygen:
  - 1.7.3.1 Place the victim on their back.
  - 1.7.3.2 Grab the chin and lower front teeth with one hand and lift. Try to sweep the obstruction out by taking a finger and hooking from one side of the throat to the other, toward you.
  - 1.7.3.3 Go to the lower half of the victim and straddle both thighs.
  - 1.7.3.4 Place one hand on top of the other and lock the fingers. With the heel of the lower hand placed on the victim's abdomen just above the navel, give 6 to 10 quick, jerky thrusts in attempts to dislodge the obstruction.
  - 1.7.3.5 Give victim 2 full breaths observing if chest rises and falls. If the blockage remains, continue the procedure while EMS personnel are on the way or other means of emergency transportation has been summoned.
- 1.7.4 Individual's heart has stopped beating:
  - 1.7.4.1 Open the airway, using the head tilt/chin lift method.
  - 1.7.4.2 Pinch the nose shut and give two breaths.
  - 1.7.4.3 Check the pulse along the side of the neck.

- 1.7.4.4 Take a position beside upper torso of the victim, while on knees if still not breathing.
  - 1.7.4.5 Trace along breastbone until the heel of hand is in center of the chest.
  - 1.7.4.6 Lock elbows with hands in a straight line even with shoulders.
  - 1.7.4.7 Give 15 compressions of the chest only push down 1 ½" to 2".
  - 1.7.4.8 Give two breaths. Repeat procedure until the victim regains consciousness, another trained worker assists, or emergency personnel arrive to take over.
- 1.7.5 Care for burns:
- 1.7.5.1 Stop the burning – Put out flames or remove the victim from the source of the burn.
  - 1.7.5.2 Cool the burn – Use large amounts of cool water to cool the burned area. Do not use ice or ice water other than on small superficial burns. Ice causes body heat loss. Use whatever resources are available—tub, shower, or garden hose, for example. You can apply soaked towels, sheets or other wet cloths to a burned face or other areas that cannot be immersed. Be sure to keep the cloths cool by adding more water.
  - 1.7.5.3 Use dry, sterile dressings or a clean cloth to cover a third degree burn or second degree burn with open blisters, and a moist sterile dressing for first degree burns or second degree burns with closed blisters. Covering the burn helps keep out air and reduces pain. Covering the burn also helps prevent infection. If the burn covers a large area of the body, cover it with clean, dry sheets or other cloth.
- 1.7.6 Burns from lightning: Besides burns, lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight. Victims sometimes act confused and suffer memory loss. They may describe what happened as getting hit on the head or hearing an explosion. Use common sense during thunderstorms. If you see a storm approaching in the distance, do not wait until you are soaked to seek shelter.
- 1.7.7 When an employee sustains a chemical burn to the eyes, the eyes will be flushed with clean running water for at least 15 minutes. Both eyes are to be bandaged prior to transport to the hospital or medical treatment facility. Unused eyewash solution should be discarded.
- 1.7.8 Care and control of bleeding:
- 1.7.8.1 Cover wound with dressing and press firmly against the wound with hand.
  - 1.7.8.2 Elevate the arm above the level of the heart.
  - 1.7.8.3 Cover dressings with a roller bandage.
  - 1.7.8.4 If bleeding does not stop:
    - 1.7.8.4.1 Apply additional dressing.
    - 1.7.8.4.2 Squeeze artery against bone.

- 1.7.8.5 If bleeding is from the leg, press with heel of hand where leg bends at hip.
- 1.7.9 Insect bites/Stings
  - 1.7.9.1 Contractor personnel who work outdoors must be trained in the signs, symptoms, and control measures for insect bites and stings.
  - 1.7.9.2 Medical treatment is immediately needed if the victim experiences:
    - 1.7.9.2.1 Breathing difficulties
    - 1.7.9.2.2 Facial swelling
    - 1.7.9.2.3 Rapid pulse
    - 1.7.9.2.4 Loss of consciousness
  - 1.7.9.3 Precaution methods include:
    - 1.7.9.3.1 Wearing light colored clothing to see ticks more easily.
    - 1.7.9.3.2 Wear a long-sleeved shirt, long pants, and a hat.
    - 1.7.9.3.3 Use an insect repellent and follow the directions for use. Employees should read cautionary labeling.
- 1.7.10 Venomous snakes/Spiders
  - 1.7.10.1 Identify the snake or spider if possible.
  - 1.7.10.2 Call for an ambulance to get anti-venom to the victim.
  - 1.7.10.3 Apply direct pressure over the bitten area.
  - 1.7.10.4 Wrap tightly with bandages.
  - 1.7.10.5 Immobilize the bitten limb.
  - 1.7.10.6 Do not apply oral suction to the bite.
  - 1.7.10.7 Do not use a tourniquet.
  - 1.7.10.8 Do not remove the bandage once it is on.
  - 1.7.10.9 Do not cut into bite marks.
- 1.7.11 Poison ivy is contracted by direct or secondhand contact with the poison ivy plant. The oil is found on the leaves, vines, and roots of the plant and causes the allergic reaction. If personnel come in contact with poison ivy they are to:
  - 1.7.11.1 Rinse with cold water within one hour.
  - 1.7.11.2 Wipe with alcohol within six hours.

- 1.7.11.3 Apply antihistamine or cortisone cream.

## 1.8 ACCIDENT PROCEDURES

- 1.8.1 For severe accidents call 9-1-1 and request the paramedics.
- 1.8.2 Employees must report all work-related injuries to their supervisor immediately, even if they do not feel that it requires medical attention. Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action.
- 1.8.3 The safety department will determine whether or not outside medical attention is needed. When uncertainty exists, the employee will be sent for professional medical care.
- 1.8.4 If employee refuses treatment, the safety department must still complete an *Accident Report* in case complications arise later. It will state *Medical Attention Refused* and employee will sign.
- 1.8.5 If an injured employee cannot transport themselves for any reason, TERRY R PITT CONSTRUCTION will provide equipment for prompt transportation to a physician or hospital or provide a communication system for contacting necessary ambulance services.
- 1.8.6 In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, contact the main office by phone. Contact must also be made with the nearest federal or state (if applicable) OSHA office.

## 1.9 EMERGENCY TELEPHONE LISTING

- 1.9.1 Emergency telephone numbers will be maintained at TERRY R PITT CONSTRUCTION's office and on temporary jobsites, so that EMS treating medical center and physician can be contacted in an emergency event.
- 1.9.2 Whenever an employee has to be transported to a clinic, hospital, or other treatment facility, the safety department or supervisor will accompany the injured employee to the treatment facility and remain with him until he is either discharged or admitted. The employee should not be permitted to drive from the treatment facility while under the influence of medication and, if possible, should either be transported home by the supervisor or by a family member.

## 1.10 RETURN TO WORK

- 1.10.1 The purpose of the return to work procedures is to assist potential employees and employees in transition from absence from work due to a medical condition, disability, and transitional duty to return to work and to ensure that employees are able to perform their jobs without hazard to themselves or coworkers. Modified work will be offered, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness.
- 1.10.2 Employee activities and behaviors will be monitored to determine if they should be removed from the worksite. Supervisors have the responsibility of taking appropriate actions to prevent loss.

- 1.10.3 Supervisors will manage sick leave and workers’ compensation leave in accordance with TERRY R PITT CONSTRUCTION policies.
- 1.10.4 At any time, following an illness or injury (whether it is work-related or not), a supervisor or employee may contact the operations manager for advice.
- 1.10.5 Where a worker has been absent from work for more than eight weeks and has indicated that they intend to resume work, the supervisor will:
  - 1.10.5.1 Contact worker to confirm the date of resumption of duties
  - 1.10.5.2 Advise worker that they require a medical clearance (this will include a statement from the treating doctor indicating that they are fit to resume work and statement should provide details of any limitations on that return to work)
  - 1.10.5.3 Ascertain any special needs or flexible working arrangements that may be required to facilitate the return to work
  - 1.10.5.4 Advise the operations manager
  - 1.10.5.5 Advise worker if there is to be a delay in their return to work date. In some circumstances, the worker may not be able to resume work until suitable support measures have been put in place
- 1.10.6 Depending on individual circumstances, the operations manager may consult the worker, refer the matter to other specialist staff, such as the safety department, and develop a return to work plan in consultation with the worker, supervisor, or other relevant parties.
- 1.10.7 Where a return to work plan is provided, both the worker and the jobsite must adhere to the plan. Any variations to the plan will be facilitated by the operations manager.
- 1.10.8 If return to work does not result in the resumption of pre-injury or illness duties within a reasonable period of time, other employment options will be explored with the worker. A review date will be incorporated into the return to work plan.
- 1.10.9 Drug and alcohol testing will be performed, as per the company’s *Drug-free Workplace* policy.
- 1.10.10 TERRY R PITT CONSTRUCTION will retain the investigation report and other records regarding work-related incidents to help recall information about the situation at a later date and demonstrate due diligence. Workers’ compensation, medical records, and communication with the injured worker regarding return to work/transitional duty work will also be maintained.
- 1.10.11 Records will be maintained in a locked location. Right to privacy is acknowledged. TERRY R PITT CONSTRUCTION will not provide information in relation to return to work to any person who does not have a lawful purpose for requiring the material. Records will be kept by TERRY R PITT CONSTRUCTION strictly on a need-to-know basis.

## 1.11 POST INJURY MANAGEMENT/TRANSITIONAL DUTY

- 1.11.1 If a primary care physician determines the need for transitional duty, HR and the worker’s supervisor will be notified. HR and supervisor will work with employee on transitional duty program until the injury is healed and there is no danger of future injury to the employee.
- 1.11.2 TERRY R PITT CONSTRUCTION will provide a transitional duty program to all eligible employees who experience an occupational injury or illness on the job that causes short-term disability. This is a temporary and transitional work situation. The goal is to assist an injured employee to recover and return to his/her position as quickly as possible. Employees currently on disability roles are assessed for eligibility in the transitional duty program.
- 1.11.3 TERRY R PITT CONSTRUCTION will make arrangements with clinics that specialize in occupational health and recommend injured employees seek treatment there. Injured employees should take a letter that outlines the company’s modified work opportunities with them.
- 1.11.4 Workers will be informed of the company’s transitional duty program through safety meetings, review the policy during new employee orientation, and have the policy available to employees for review.
- 1.11.5 TERRY R PITT CONSTRUCTION will allow eligible employees to utilize a period of transitional duty work in the event that the employee cannot physically return to his/her previous job. The transitional duty program will allow the employee to work at a modified position, subject to a periodic review of the employee’s compliance with the eligibility requirements.
- 1.11.6 Eligibility requirements
  - 1.11.6.1 Incident was reported according to policy.
  - 1.11.6.2 Injured worker is temporarily unable to perform his/her previous job.
  - 1.11.6.3 Transitional duty work is available.
  - 1.11.6.4 Employee participates in treatment and follows physician orders and recommendations.
  - 1.11.6.5 Treating physician has not yet released employee to return to previous position.
  - 1.11.6.6 Employee demonstrates cooperation and a desire to return to previous position.
- 1.11.7 Transitional duty will be meaningful to the worker and the company and be consistent with work restrictions outlined by the plan. Transitional duty work being offered will be consistent with healthcare provider restrictions. Supervisors must be made aware of the restrictions to ensure the modified work meets the healthcare provider’s orders. Workers must ensure that changes in the scope of the transitional duty must adhere to specified medical restrictions.
- 1.11.8 Jobs will be assessed to determine which jobs can be performed by persons working under specific restrictions. Physical demands will be assessed for transitional duty jobs to ensure they can be performed safely by injured employees. A list of jobs available to be performed for employees who are eligible for the transitional duty program is as follows:
  - 1.11.8.1 Shop housekeeping

- 1.11.8.2 Assist in yard/shop
- 1.11.8.3 Hot-shot driver/deliverer
- 1.11.8.4 Inventory and inspect equipment, stock, and parts
- 1.11.8.5 Equipment maintenance
- 1.11.9 Injured employees will be evaluated and, if appropriate, temporarily placed in transitional duty assignments until they are able to resume normal duties.
- 1.11.10 Transitional duty will consist of up to two weeks of transitional duty. Extension will be determined if necessary. TERRY R PITT CONSTRUCTION will assist in coordinating medical treatment and involvement in the transitional duty program. Transitional duty progress will be evaluated regularly. In order to continue to participate, the employee must comply with all other conditions of employment (ex. attendance, drug testing, quality of work, etc.)
- 1.11.11 At the conclusion of the transitional duty program period, TERRY R PITT CONSTRUCTION will evaluate the worker’s ability to return to a previous job using the transitional duty medical release. If it is determined that the worker is physically capable of returning to a previous position, they may be eligible for reinstatement into the previous position.

## 1.12 TRAINING

- 1.12.1 Employees should not attempt to rescue or treat an injured or ill employee unless they are trained and qualified to do so. If not, someone who is trained and qualified should be contacted.
- 1.12.2 TERRY R PITT CONSTRUCTION ensures employees receive training specific to their assigned task. Training regarding the contents and location of first aid kits is provided when:
  - 1.12.2.1 An employee is first employed
  - 1.12.2.2 A change in work assignment requires updated first aid kit information
  - 1.12.2.3 Periodically thereafter as required by this safety policy
- 1.12.3 In the absence of an infirmary, clinic, or hospital in near proximity to the jobsite used for the treatment of all injured employees, a person or persons will be adequately trained to render first aid. Adequate first aid supplies will be readily available.
- 1.12.4 First aid training will be provided by an outside company. It will include classroom instruction that uses lecture, discussion, videotape, and/or conference formats and/or could be practical instruction that uses demonstration, practical exercise, and/or hands on instruction formats.
- 1.12.5 After an employee has completed a training program, the trainer will determine whether the employee can safely perform first aid. TERRY R PITT CONSTRUCTION’s HR department will be responsible for keeping records verifying certification of each employee who has successfully completed training. The safety department will also maintain copies.

- 1.12.5.1 Each certificate will be a valid certificate in first aid training and the first aid certification will include the name of the employee, the date of the training, and the signature of the person who performed the training and evaluation.
- 1.12.6 Employees will be retrained every two years as required to keep their knowledge and skills current.

*Terry R.*  
**PITT**  
CONSTRUCTION INC.

