



First-Aid Kit

What should your first-aid kit contain? The contents will depend on the type of business and the kinds of injuries commonly experienced.

The Occupational Health and Safety Administration (OSHA) says the generic first-aid kits described in the American National Standard Z308.1-1978, "Minimum Requirements for Industrial Unit-Type First-aid Kits," are suitable for most small general industry or construction worksites and offices.

Your kit should include:

- absorbent compress (32 square inches, with no side smaller than 4 inches.)
- adhesive bandages.
- adhesive tape.
- antiseptic applications (0.5 gram per application, total 0.14 fluid ounces.)
- burn treatment applications (0.5 gram per application, total 0.14 fluid ounces.)
- two pairs of medical exam gloves, and two additional pairs of latex gloves.
- sterile pads (3 by 3 inches.)
- triangular bandage (40 by 40 by 56 inches.)
- mouth protective valve for CPR.
- disinfectant.
- biohazard disposal receptacle.

For larger or multi-operation worksites, employers should consult with a medical professional, the local fire/rescue department, or local emergency room for advice on appropriate stocking of first-aid kits. Hazardous waste worksites may require special first-aid provisions, depending on the types of equipment and chemicals to which employees may be exposed. Consult with medical personnel with expertise in exposure to the hazardous substances found at the worksite. CPR masks, latex gloves, and other infectious disease protective devices should be available and accessible in the workplace. A first-aid instruction book, flashlight and batteries, and emergency blankets should also always be on hand.

Who's in charge? One person should be given responsibility for seeing that the necessary components are always in the first-aid kit, that what is used is immediately replaced, that the kit is organized and clean, and that it is always in the proper location.

Where is it? Employees must be informed about where the first-aid kit is kept. It should be easily accessible.

Allergic to medication? It is critical to maintain a list of employee medication allergies.

First-aid log. An employer should maintain a medical or first-aid log to ensure that every use of the first-aid kit is noted, including date, time, person receiving treatment, person giving treatment, what injury or symptom was treated, what treatment was given, and first-aid materials used. Forms for this purpose may be obtained from an insurance carrier, but any simple record is satisfactory. This record is in addition to the required OSHA log.