

Airswift Holdings Ltd.

First Aid & Medical Program

Date: 07.22.2023

Version: 7

Owner: HR & Operations Director - North America



Airswift

HSE Management System

First Aid & Medical Program

Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this document should be addressed to the Operations Manager – North America.

Prepared	Reviewed	Approved	Effective Date	Issue Number
Carol Stallworth _____ Name	Courtney Rife _____ Name	Courtney Rife _____ Name	07.22.2023	7
_____ Signature	_____ Signature	_____ Signature		

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PURPOSE:

Hundreds of employees are injured in American workplaces every day. The Occupational Safety and Health Administration (OSHA) estimates that the severity of most of these accidents can be reduced if prompt medical response is available and provided. The OSHA Medical Services and First Aid Standard establish uniform requirements to ensure that a medical emergency response capability exists in U.S. workplaces.

SCOPE:

Airswift will ensure that either client or company qualified medical personnel are readily available at the work site for advice, consultation and emergency response. In the absence of an infirmary, clinic, or hospital which is used for the treatment of all injured employees at any workplace, a person or persons shall be adequately trained and certified through the American Red Cross or equivalent and be available at the worksite for emergencies or in addition, if required by the facility owner. First aid supplies shall be readily available. 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. This program and its requirements will be communicated and made available to all affected employees, their designated representatives.

RESPONSIBILITY:

The Company HSE Specialist– North America is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The HSE Specialist - North America is the sole person authorized to amend these instructions. All Airswift employees are responsible for safety and are authorized to halt any operation where there is danger of serious personal injury.

1. Written Program. The company will review and evaluate this program:

- On an annual basis.
- When changes occur to regulatory standards including OSHA 29 CFR 1910.151, CCOHS and other federal/state regulatory requirements that prompt revision of this document.
- When facility operational changes occur that require a revision of this document; and,
- When there is an accident or close call that relates to this topic where lessons learnt can be implemented.

This written program will be communicated to all affected personnel. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

2. First Aid Response Actions:

The Company HSE Specialist will oversee the requirements of this section. If there is a life-threatening emergency, employees are instructed to call 911. All other work-related medical injuries, employees are trained to call Axiom who will direct the level of care required including walking through first aid treatment. In areas where 911 is not available, we have posted on the Emergency Response posters and the Airswift Safety website the numbers of Axiom, physicians, ambulance, and hospital.

General Instructions.

2.1 Provide total care for those injuries **clearly within your capability** to handle. All questionable cases should be referred to Axiom and or local emergency care. All incidents shall be reported immediately to the Company HSE Specialist by scanning the QR code on your safety wallet card to complete and incident investigation form. All injuries should be reported to Axiom and subsequent treatment, or disposition documented in the Incident log/computer file.

2.1.1 Follow-up at the end of the shift or as appropriate.

The following levels of first aid response will be used by the Company.

2.2 Basic first aid responders. Volunteers will be trained and have a valid first aid certificate to respond to minor emergencies such as small cuts, abrasions, sprains, strains and non-life-threatening emergencies. Any emergency requiring outside emergency services will be reported as required in **Section 4** of this document.

3.0 Training. The company will contract with a first aid training provider to train volunteers in first aid response.

Training shall be provided to each volunteer:

- 3.1 Before the employee is first assigned duties that require him or her to serve as a first aid responder.
- 3.2 Before there is a change in assigned duties.
- 3.3 Whenever there is a change first aid procedures or operations.
- 3.4 Whenever the company has reason to believe that there are deviations from the first aid response procedures required by this instruction or inadequacies in the employee's knowledge or use of these procedures.
- 3.5 The training shall establish employee proficiency in the duties required by this instruction and shall introduce new or revised procedures, as necessary, for compliance with this instruction or when future revisions occur.
- 3.6 The company shall certify that the training required by this section has been



accomplished. The training shall be conducted by a third party, certified First Aid/CPR instructor. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives. The Client/host facility shall ensure that a sufficient number of trained and certified first aid employees are readily available to assist injured workers on their worksite.

3.7 Levels of first aid training.

3.7.1 Basic First Aid. This basic course is available to all employees. It covers treatment of minor injuries and basic emergency procedures for more serious injuries or health problems.

3.7.2 CPR. The company encourages at least one employee from every department to take the Cardiopulmonary Resuscitation (CPR) Course.

3.7.3 A list of trained first aiders will be displayed in a conspicuous place.

4.0 Emergency Reporting (Outside Emergency Services - Beyond Basic First Aid Capabilities).

IF YOU'RE NOT SURE OF THE SEVERITY, SEEK OUTSIDE ASSISTANCE

Note: The local 911 system will be used by all employees for the reporting of any life-threatening emergency requiring the assistance or presence of outside emergency services. Please adhere to client site emergency procedures for their emergency response contact numbers.

4.1 Summoning outside emergency services.

4.2.1 Ambulance:	911
4.2.2 Fire:	911
4.2.3 Police:	911
4.2.4 Hospital:	911

Airswift shall ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility as well as ensure that an ambulance service is readily available to the work site when travel conditions are normal. If an ambulance service is not readily available to the work site, or if travel conditions are not normal, Airswift must ensure that other transportation is available.

In-house notification. Immediately notify the Company HSE Specialist anytime outside emergency services are summoned, or medical treatment is provided.

For injuries requiring medical attention but are not necessary to dial 911, such as broken appendages, lacerations, numbness, or tingling, and swelling, the Airswift site safety representative shall transport the injured person to a physician or hospital. Proper equipment for prompt transportation of the injured person shall be provided.

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In areas where 911 is not available the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.

5.0 Emergency Reporting (Inside Emergency Services - Within Basic First Aid Capabilities).

Minor injuries, such as cuts, scratches, bruises, and burns that do not require a doctor's treatment, may be handled by one of the client and/or company first-aid responders. If the situation escalates and additional or outside emergencies are required see **Section 4**.

6.0 First Aid Log of Activities.

All injuries or complaints treated by first aid responders will be entered into the logbook. As a minimum, the following information will be entered:

- Date and time of injury
- Date and time of treatment
- Name of injured person and clock number
- Name of person rendering first aid
- Nature of injury
- Type of treatment given
- Work or non-work related
- First treatment or follow-up treatment

7.0 First Aid Kits.

First aid kits shall be easily accessible when required and will be maintained on a regular basis. **All** kits will be checked prior to installation and at least weekly on each job to ensure that the expended items are replaced. The first aid kits will be placed in a weatherproof container and will have individual sealed packages of each type of item listed in Appendix A of 29 CFR 1910.151 (as a minimum). These items shall include, but not be limited to: **One:** Absorbent compress at least 32 sq. in.(no side smaller than 4 in.), **Sixteen:** 1" x 3. band aids, **One:** 5 yard roll tape, **Ten:** .5 gram/application antiseptic packs, **Six:** .5 gram/application burn treatment, **Two Pair:** medical exam gloves, **Four:** 3 in. x 3 in. sterile pads, **One:** 40 in. x 40 in. x 56 in. triangular bandage. Sufficient quantities, relative to the size of the workforce, will be maintained for minor emergencies such as cuts and skin abrasions.

8.0 Payroll and Time Cards.

Client supervisors shall approve on the timecard a full day's pay for the day the injury occurs.

9.0 Eyewashes and Deluge Showers.

Where the eyes or body of any employee 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. This will include but is not limited to, portable and fixed emergency eyewash stations and deluge showers. Where installed, these facilities will be installed in locations within the work area having ready access and periodically inspected in accordance with local requirements.

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Document Control – Revisions and Amendments

Version Number	Effective Date	Author	Amendments	Reasons for Amendments
6	01.20.2019	Julia Arevalo		
7	07.22.2023	Kellie Tetley		Annual Review