COLUMBUS STATE COMMUNITY COLLEGE
EMPLOYEE SAFETY MANUAL

First Aid and Emergency Health Care
Procedure No. 8 (A) Effective October 15, 1995
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A. To ensure that employees and students receive emergency health care when needed, the main campus shall be staffed with individuals who are currently certified in First Aid and CPR and trained in the use of AED (Automated External Defibrillator). These responders shall be readily available to provide emergency health care during normal operating hours at the main campus. Off-campus sites are within a reasonable distance to emergency squads; off-campus sites should refer the injured person to the local emergency services or should call the emergency squad to respond on-site.

B. Officers of the Department of Public Safety shall be responsible for assisting injured individuals. They must maintain current certification in First Aid and CPR, and participate in annual training for use of the AED and for Bloodborne Pathogens.

C. If there is a medical emergency on campus, the employee should phone the Public Safety Department at extension 2525 to summon trained first responders. If the injury or illness event exceeds the limits of First aid, the individual will be referred to appropriate medical facilities or the individual will be stabilized while the local emergency squad is called at 911. If an employee calls 911 directly for an extremely serious or dangerous situation, he or she should immediately notify the Department of Public Safety at extension 2525, such that the officers can guide the squad onto campus and to the location of the medical emergency.

D. To protect employees from the dangers of bloodborne pathogens, which are serious or fatal infections, which can be transmitted by blood, no employee may provide First Aid for a bleeding injury unless he or she has received appropriate Bloodborne Pathogens training. In many instances the employee can prepare and offer a gauze or bandage to the injured person, such that the injured person can apply the gauze or bandage himself or herself.

E. All accidents and injuries to students or employees which occur on college property or which occur off-property while the student or employee is engaged in official Columbus State business must be reported within 24 hours to the college Health Office at extension 2450 or the Public Safety Department at extension 2525.

F. First Aid supplies shall be maintained in the Public Safety Department and in academic areas where regulations would require such supplies. Because employees not trained in Bloodborne Pathogens may not provide First Aid
directly, supplies are not provided by the college for general use. Individual departments may elect to provide and maintain their own First Aid Kit.

G. In areas where there is the reasonable expectation that a person might be exposed to injurious corrosive materials, suitable facilities for flushing of the eyes and drenching of the body shall be provided in the immediate area such that an exposed person can access the emergency facilities within three seconds.