



**SOUTHEASTERN**  
LOUISIANA UNIVERSITY

## USE OF FIRST AID KITS

### PURPOSE:

To provide first aid supplies that will conform to a uniform standard approved by the University Physician and the University Safety Committee. It is a requirement of OSHA and OFFICE OF RISK MANAGEMENT (ORM) that employees be given a safe and healthy workplace that is reasonably free of occupational hazards. However, it is unrealistic to expect accidents not to happen. Therefore, the University is required to provide medical and first aid personnel and supplies commensurate with the hazards of the workplace.

The University has identified the following departments for High Risk Bloodborne Pathogen Program: Nursing, Custodians, Health Center, University Police, Athletics and Plumbers. University Police are trained personnel that can be available anywhere on campus within four minutes. University Police are trained in First Response, First-Aid and CPR. University Police has immediate access to an EMT service that is available in less than fifteen minutes.

Also, Health Services is staffed by Registered Nurses that are available to University employees and students for first-aid.

Fall & Spring Semesters: 7:30am to 5:00pm Mon - Thurs & 7:30am to 12:30pm Friday  
Summer Semester: 7:30am to 5:30pm Mon - Thurs and closed on Friday

### POLICY:

Any Department may request a First Aid Kit. The request is then submitted to the Academic Dean. The Dean will then submit the approved application to the Environmental Health & Safety Office. The Environmental Health & Safety Office will submit the application to the Safety Committee. The Safety Committee will forward the recommendation to the Vice President for Administration and Finance prior to approval to secure a first aid kit for a specific location.

In order to be approved for use of the First Aid Kit, the following must be submitted to the Environmental Health & Safety Office to submit to the Safety Committee:

1. A description of the location and hours of operation.
2. Reason for first-aid kit.
3. List of names and copies of certificates of persons trained in first aid.

### RESULTS:

If the Safety Committee determines that a first-aid kit is necessary then the following will happen:

1. A physician through the Health Services office will design the first-aid kit for the location and type of environment.
2. A list of persons trained will be posted in the area to be covered.
3. Emergency phone numbers will be posted near the first-aid kit.
4. Persons trained in first-aid will receive training in University procedures for emergencies.