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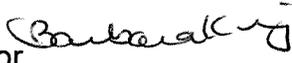
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September 11, 2014

TO: Department Heads

FROM: Barbara A. Krieg, Director 
Department of Human Resources Development

SUBJECT: First Aid Kit and First Aider Guidelines

This memorandum supersedes the Department of Human Resources Development's memorandum dated, July 10, 2003, on First Aid Kit and First Aider Guidelines.

The American National Standards Institute's minimum requirements for workplace first Aid kits and the Department of Health's recommendation for First Aid kits have been revised to include items such as antibiotic treatment and antiseptic application, and burn treatment application. The First Aider Guidelines have not changed. OSHA and DOH recommends an assessment of the workplace for the establishment of an automated external defibrillator (AED) program.

The First Aid Kit and First Aider Guidelines are attached. Should you have any questions, please contact Jon Kumashiro of the Safety Office at 587-1060

Attachment

c: Departmental Personnel Officers
Sheila Walters, Pre Audit, DAGS

ECD/so:jtk

First Aid Kit and First Aider Guidelines

Background: Although the Occupational Safety and Health Administration's (OSHA) Medical and First Aid Standards has not materially changed, its interpretation has changed considerably throughout the years. The Standard: **"In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available."** Except for infirmaries, clinics, or hospitals, it is almost impossible for most workplaces to meet this criterion.

The term "readily available" is not defined in the standard. However, responding in a timely manner can mean the difference between life and death. Therefore, the person who has been trained to render first aid must be able to quickly access the first aid supplies in order to effectively provide the injured or ill employee with medical attention.

In its renderings, it is evident that OSHA requires employers to have trained first aiders and first aid supplies. However, OSHA does not specify the number of first aiders required nor what constitutes a first aid kit. Therefore, it is incumbent upon the employer to determine the number of employees to be trained, taking into account past injuries, geographic dispersion of operations, and exposure to hazards.

First Aid Kits: Although OSHA does not specify what the contents of a first aid kit should contain, it references past injuries and defers to the American National Standards Institute's (ANSI) standard Z308.1 -1998, "Minimum Requirements for Workplace First Aid Kits" as a source of guidance for the minimum requirements for a first aid kit.

The 2009 revised ANSI Standard Z308.1 identifies the basic kit with minimum fill requirements and other types of kits acknowledged by OSHA for specific industries and now includes antibiotic treatment, antiseptic, and burn treatment applications. Employers who have unique or changing first-aid needs may use their OSHA 300 log, OSHA 301 reports, or other records to identify the first-aid supply needs of their worksite to augment their kits. Attached is the Department of Health's (DOH) recommendation of the minimum first aid kit requirements for a small office.

First Aiders: OSHA recognizes a first aider as a person or persons who can give injured employees some level of medical attention as quickly as possible to bridge the gap between the accident and full medical treatment. Therefore, the rendering of first aid should be encouraged by trained employees in addition to calling "911", as necessary. An employer would not be in violation of OSHA's First Aid standard by issuing a policy which recommends that employees call "911" in emergency urgent care situations as long as the policy does not discourage the rendering of first aid by trained employees.

Automated External Defibrillator (AED): OSHA and the DOH recommends an assessment of the workplace for the availability and establishment of an AED program.

**Minimum First Aid Kit Requirements
(DOH Recommendation)**

Supply and Minimum Size or Volume	Minimum Quantity
Absorbent Compress 32 sq. in.	1
Adhesive Bandages, 1 x 3 in.	16
Adhesive Tape, 3/8 in. x 2.5 yds.	1
Antibiotic Treatment, 0.14 fl. Oz. application	6
Antiseptic, 0.14 fl. oz. application	10
Burn Treatment, 1/32 oz. application	6
First Aid Guide	1
* Medical Exam Gloves	2 pairs
Sterile Pad, 3 X 3 in.	4
Triangular Bandage, 40 x 40 x 56 in.	1

Caution: Department of Health advises the use of nitrile gloves. (Latex may cause severe allergic reactions to some individuals).

Additional Supplies:

Breathing Barrier (single use, disposable)	1
Cold Pack, 4 x 5 in.	1
Roller Bandage, 2 in. x 4 yd.	1

The Department of Health recommends the establishment and availability of an automated external defibrillator (AED) program.