

## FIRST AID KITS

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### 1. GENERAL

- 1.01 This section describes the First Aid Kit and materials used in first aid treatment.
- 1.02 This section is being reissued to delete outdated references and to comply with the revised OSHA Standard on Medical Services and First Aid which removed the requirement for the Company Medical Advisor's approval of first aid kit contents.
- 1.03 The First Aid Kit is shown in Figure 1.
- 1.04 Any changes to first aid kit contents or instructions will be coordinated through Company Safety.
- 1.05 The First Aid Kit may be ordered via the Southwestern Bell Inventory Management System (SWIMS). First aid items are listed in both the Procurement Catalog and Forms Catalog.

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Figure 1 - First Aid Kit

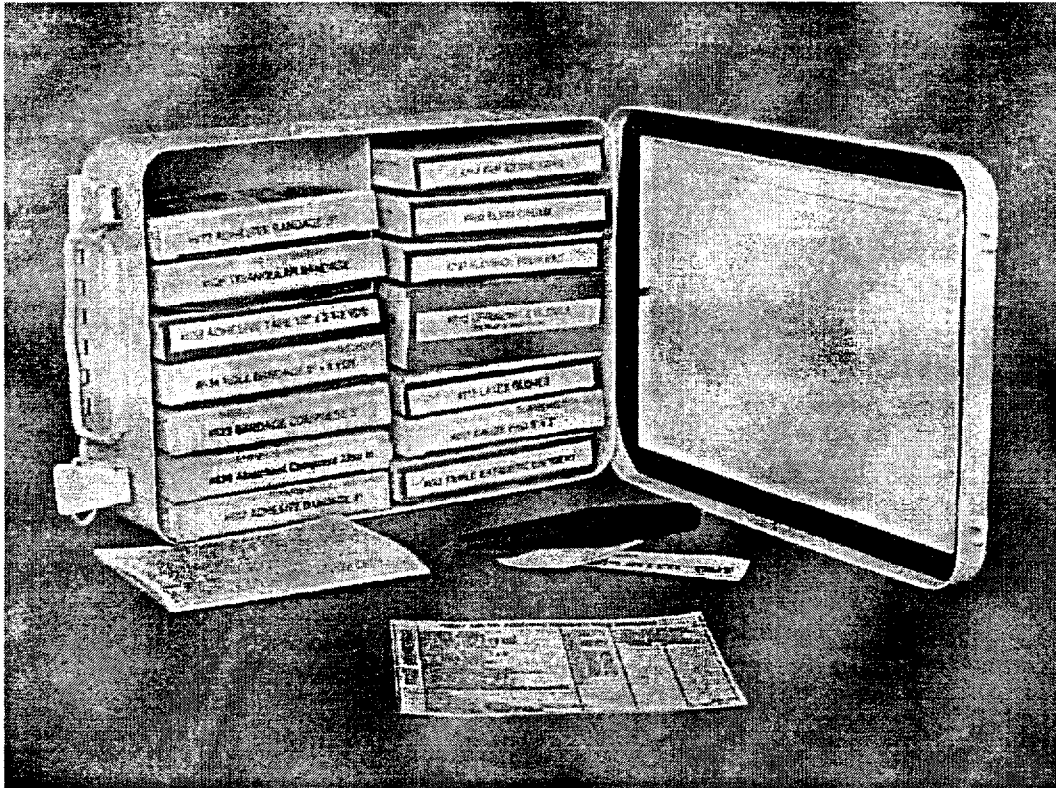


Figure 2 - First Aid Kit Contents

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## 2. DESCRIPTION

2.01 The First Aid Kit is composed of:

- Metal case (20-gauge steel)
- Baked enamel, rust-proof coating (First aid identification markings on cover)
- Completely seamless, rounded corners
- Cover attached by continuous piano hinge with 90 degree stop that acts as a shelf when open
- Steel wire handle
- Pull-down type fasteners
- Hinged hanger, keyhole type
- Rubber gasket mounted in the cover of the body
- Dust and Moisture resistant design

2.02 First Aid Kit (Fig. 2) is 10 1/2 inches by 6 1/2 inches by 2 3/4 inches in size. It holds containers of individually packed first aid items.

2.03 This First Aid Kit Contents/Inspection Record lists the approved package first aid supplies to be stored in the kit, and a record to document monthly inspections. Enter the local emergency telephone number in the space provided for:

- Doctor
- Hospital
- Ambulance
- Poison Control Center

The First Aid Kit Contents/Inspection Record should be contained inside the kit.

2.04 First Aid Instruction Card - A card with first aid and emergency instructions is available and is to be included in the first aid box.

2.05 First Aid Supplies: Following is a description of first aid materials:

- Adhesive Bandage Jr.: A 1/2-inch by 2 1/4-inch adhesive strip for use on minor cuts and skin injuries (40 per package).

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- Triangular Bandage: A large unbleached muslin or non-woven triangular bandage that may be used as a sling, compress, head bandage, etc., (1 per package).
- Adhesive Tape: 1/2-inch by 2 1/2-yard roll of tearable tape for fastening and supporting gauze material (2 rolls per package).
- Roll Gauze Bandage: 2-inch by 6-yard sterile gauze roll bandage used for holding compresses on wounds or burns, also used to immobilize, support, and protect injured part of body (2 per package).
- 3" Bandage Compress: A 3-inch by 60 inch sterile, with non-adhering absorbent pad, 3" x 6", attached to a gauze bandage. This bandage is used for cuts and skin injuries (2 per package).
- Absorbent Compress: A 32 square inch sterile, non-adhering absorbent pad. This bandage is used for cuts and skin injuries (1 per package).
- Adhesive Bandage: A 1-inch by 3-inch adhesive strip for use on minor cuts and skin injuries (16 per package).
- PVP Iodine Swabs: Individual antiseptic swabs contain 10% PVP iodine solution, hermetically sealed in a glass ampule and set in a plastic sleeve. To be used on minor wounds (10 per package).
- Burn Cream: An antiseptic/anesthetic first aid relief cream for minor burns, cuts and scrapes. Furnished in 1/8 oz sealed foil envelopes (6 per package).
- Alcohol Prep Pad: A pre-moistened pad used to cleanse wound and surface area. Furnished in a sealed foil envelope (10 per package).
- Splinter Remover: Sterile lancet used to remove shallow splinters packaged in paper wrapper (1 per wrapper - 2 per package w/ zip lock bag).

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- Forceps: Small two pronged gripping tool (1 per kit).
- CPRrotectors & Gloves: A disposable, protective barrier between the rescuer and victim during rescue breathing, the protector has a one-way valve fitted into a rigid plastic tube surrounded by 25 square inches of clear, medical grade vinyl (1 per package & 1 pair latex gloves w/ zip lock bag).
- Latex Gloves: Protective latex gloves limit exposure to any cross contamination during procedures (2 pair per package w/ zip lock bag).
- Gauze Pad 3" x 3": A sterile non-woven pad used to clean or cover a wound (4 per package).

Note: Zip lock bags are being provided with certain items for the purpose of disposal after use of item.

### **3. INSPECTION AND USE**

- 3.01 First aid kits are to be available to all locations where employees regularly report for work. Company vehicles involved in Outside Plant activity shall also be equipped with a first aid kit. Kits are to be prominently located to insure their availability when needed.
- 3.02 The contents of a first aid kit shall be checked each month to insure that the expended items are replaced.
- 3.03 Supervisors have the responsibility to make sure that all first aid kits are checked monthly and documented on the First Aid Kit Contents/Inspection Record.
- 3.04 Drivers exposed to Outside Plant activity and using an unfamiliar vehicle shall verify that a first aid kit is available containing complete first aid supplies prior to departing.
- 3.05 Employees treating injuries with first aid supplies are to report such injuries to their supervisors. Supervisors are to verify that the injury responds to the first aid treatment and if necessary, arrange for professional medical attention.

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<b>FIRST AID KIT CONTENTS/INSPECTION RECORD</b>				
607	Bandage, Adhesive Strip, Plastic 1" X 3"	300058534	Note: Use the DATE	
677	Bandage, Adhesive Strip, Plastic Jr.	300058809	and INITIALS columns	
623	Bandage, Compress 3"	300058542	below to document	
636	Bandage, Triangular w/Pins	300058674	monthly inspections.	
696	Compress, Absorbent 32 sq. in.	300058617	DATE	INITIALS
660	Cream, First Aid/Burn 1/8 oz.	300058583		
637	Gauze, Pad 3" X 3"	300058567		
634	Gauze, Roll 2" X 6 yd.	300058559		
615	Gloves, Latex, First Aid, 2 PR in ZLBs	300058658		
663	Ointment, First Aid, Triple Antibiotic 1 gm.	300058591		
730	Pad, Alcohol Wound Wipe	300058625		
810X	Protector, Disposable Rescue Breather w/gloves in ZLB	300058641		
257	Remover, Splinter/Forceps in ZLB	300058666		
754	Swabs, PVP Iodine	300058633		
652	Tape, Adhesive, First Aid, 1/2" X 2 1/2 yds	300058575		
	First Aid Facts Sheet	300055175		
	Contents/Inspection Record	300058849		
<b>EMERGENCY TELEPHONE NUMBERS</b>				
Doctor:				
Hospital:				
Ambulance:				
Poison Control Center:				
Southwestern Bell Property - Not for Sale				
Meets ANSI Z308.1-1998				
				Rev. 3/99

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