

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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FIRST AID PROGRAM	Effective Date March 1, 1977		

1. PURPOSE

1.1 To establish City-wide responsibilities to insure that:

- a. First aid is readily available to injured employees.
- b. Adequate first aid materials and supplies are available.
- c. Employees know how to obtain first aid.

2. PROCEDURE

3. RESPONSIBILITY

ACTION

Department/Division Heads

3.01 Insure that trained first aid personnel are available to treat injured employees. Departments which have the capability of teaching an approved First Aid Course shall keep records of those employees receiving training, and, with the exception of Police, Fire, and Aquatics, shall provide the Loss Prevention Division of the Employee Services Department with:

- (1) The names of qualified First Aid Instructors.
- (2) An advance schedule of First Aid Courses at least two weeks prior to the class starting date.

3.02 Insure that adequate first aid materials are available for their employees.

3.03 Insure that all employees know how to obtain first aid.

3.04 Insure that the above responsibilities are fulfilled through the periodic inspection of work areas and the questioning of employees.

Supervisors

3.05 Plan jobs so that first aid trained personnel and first aid materials are available for all employees.

3.06 Insure that first aid supplies are kept in a sanitary and usable condition.

Authorized

(Signed by Hugh McKinley)

CITY MANAGER

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| | 3.07 | Make advance provisions for prompt care and transportation of the injured at isolated locations. |
| | 3.08 | Insure that quick drenching or flushing facilities are provided in the work area of employees exposed to corrosive materials or pesticides. |
| | 3.09 | Conduct frequent inspections to insure that the above responsibilities are met. |
| <u>Loss Prevention Division</u>
(Employee Services Dept.) | 3.10 | Coordinate the City-wide First Aid Program (except for Police, Fire, and Aquatics). |
| | 3.11 | Provide first aid training for City Employees. |
| | 3.12 | Maintain records of employees trained by the Loss Prevention Division. Obtain professional medical assistance and advice on first aid matters. |
| <u>City Manager's First Aid Committee</u> (composed of a representative of the Police, Fire Aquatics and the Loss Prevention Division) | 3.13 | Insure that the City's response to an emergency requiring requiring immediate and continuing first aid care is coordinated. |
| | 3.14 | Approve first aid materials for City-wide use. |
| | 3.15 | Review new first aid procedures and materials. |
| | 3.16 | Meet quarterly, or as called by the Chairman, to discuss problems and solutions. |

APPENDIX

Legal References

- (1) California Occupational Safety & Health Act
- (2) Administrative Regulation 75.10 (Safety Inspections)
- (3) Administrative Regulation 75.11 (Accident Prevention Policy)
- (4) Administrative Regulation 75.20 (Accident Prevention Program)
- (5) Administrative Regulation 80.30 (Emergency Procedure and Accident Reporting)
- (6) Administrative Regulation 75.30 (Accident/Injury Investigation)

Subject Index

Accident, Emergency, First Aid, Injury, Safety.