

# **SEFS First Aid/CPR Certification Requirement and Procedure**

## **SEFS First Aid/CPR Certification Requirement**

1. Faculty and graduate students in wet labs, leading field trips, and working in the field are required to have valid First Aid/CPR Certification.
2. Valid Wilderness First Aid Certification is required for those working in remote field areas.

## **Compliance Procedures**

1. SEFS will announce Basic First Aid and Wilderness First Aid opportunities offered by Environmental Health and Safety (EH&S) quarterly. Regular offerings are found on the EH&S site at: <https://www.ehs.washington.edu/psotrain/corsdesc.shtm#firstaid>
2. All TAs and RAs will be checked for appropriate valid certification on the hiring form.
3. Each field station or field trip must have a written emergency plan. An example plan is provided below.
4. Faculty and students are responsible for notifying Student and Academic Services when certification is required for field or lab work.
5. Fees for these courses will be covered by SEFS for TAs requiring certification for INSTRUCTIONAL purposes. Faculty and research assistants may charge their fees to budgets as appropriate. Those not having budgets must use their own resources.
6. Certification costs will be rolled into course fees and research grants, as appropriate.

## **References**

### **Information from UW Risk Management**

Information is found at: <http://www.ehs.washington.edu/ohshsplans/firstaidplan.pdf> and <http://www.washington.edu/admin/rules/policies/APS/10.05.html>, with key points as follows:

**Any Work Environment** Compliance may be achieved for any type of work environment if each supervisor (or their designee) is trained and certified in first-aid. It is strongly recommended that an alternative person also be trained and certified in first-aid to assure coverage during absences.

**Remote Locations (Research Field Stations, Field Trips, Diving)** When University employees are stationed in remote locations such as research field stations or on field trips that are not served by a local jurisdiction emergency medical service, there must be at least two employees on-site at all times who have advanced first-aid training.

In addition, when University employees are assigned to work at remote field locations or field trips, the employing unit must have a written emergency plan for each field station or field trip. The emergency plan must include emergency phone numbers, communications capabilities, provisions for transportation of injured or ill, and location of nearest medical facilities.

**Satellite Facilities** (including Friday Harbor Laboratories, Pack Forest Research Station, Big Beef Creek Research Station, and the like.)—First aid certification is required for all persons in direct charge of work crews and academic, service, and research shops. If the duties of the person in charge require an absence from the crew or shop, another person holding valid first aid certification must be present.

**Other Off-Campus Activities**—Any academic and/or research field team must have within the group persons with valid first aid certification. The level of first aid training required will depend on the type of activity the team is pursuing; the location; and the availability, response time, and means of communication by and with emergency response units.

### **CoEnv Unit Examples**

**ESS** requires their entire faculty to be First Aid certified, and trains all their new graduate students at their orientation. They coordinate a mandatory Wilderness First Aid course for remote site workers.

**SAFS** runs certification at orientation as well. They require and verify certification for all TAs with a wetlab or field responsibilities. Lab groups and/or faculty are responsible for making sure that RAs are certified.

## EMERGENCY PLAN - EXAMPLE

In advance of departing campus for any fieldwork assignment, crew members will give evidence of knowing the following information in the event of an EMERGENCY by filling in the yellow-highlighted blanks:

- 1) EMERGENCY #
  
- 2) WORK LOCATION  
Section   
Township   
Range
  
- 3) ROAD NUMBER-(NAME) / NEAREST COUNTY ROAD
  
- 4) GATES ?  LOCATION
  
- 5) VEHICLE PHONE #  (#'s of persons in vehicle)
  
- 6) NEAREST MEDICAL FACILITY

### EMERGENCY PROCEDURES

- 1) Administer first aid.
- 2) Call for help.
  - a) **Dial 911**
- 3) State the following:
  - a) Nature of injuries. (Do NOT identify injured person)
  - b) Is injury life-threatening.
  - c) Resources needed (example: ambulance, helicopter)
  - d) Location:
    - \* Know legal (section,township,range)
    - \* Road #
    - \* Have someone meet at given road junction.

**STAY ON THE PHONE OR RADIO IF POSSIBLE TO CLARIFY DIRECTIONS!**