

# Fundamentals of First-Aid and AED Use

## Safety Meeting Packet

### Protect Your Workforce



Injuries and illness regularly occur in the workplace. In most cases, first-aid, CPR, and automated external defibrillators (AEDs) will be the first medical attention a person receives after suffering injury. The key to the effectiveness of first-aid, CPR, and AEDs relies on employers understanding their responsibilities to their employees, proper maintenance of equipment, and the provision of necessary training to all employees.

### OSHA Requirements

According to the Occupational Safety and Health Administration (OSHA), a first-aid program is only part of a comprehensive safety and health management system. The OSHA First-Aid Standard (29 CFR 1910.151) requires that:

- There must be trained first-aid providers in the workplace if medical attention is not readily available or near the workplace.
- First-aid supplies must be readily available.
- Eye flushing stations must be available when the risk of chemical or material exposure to the eyes is present.

Other OSHA standards indicate that personnel must be trained in CPR (cardiopulmonary resuscitation) or AED use in the event of sudden cardiac arrest or electrocution.

### First Aid Kit

To keep a well-supplied first-aid kit, employers can assign one person to oversee choosing and maintaining the supplies. The supplies should reflect the kinds of injuries possible at the work place.



### AED

- AEDs should be used in the case of sudden cardiac arrest. AED use has been linked to higher survival rates when used within minutes of a sudden cardiac arrest.
- When establishing an AED program, it is important to take into consideration both local and federal regulations, the need to establish a proper quality assurance program, and how best to coordinate with emergency medical personnel.
- Additional information on the establishment of an AED program in the workplace can be found at [www.osha.gov](http://www.osha.gov).



### Training

Employees should not only be familiar with the emergency response plans specific to their workplace, but they should also be familiar with first-aid, CPR, and AEDs. There are many entities that offer both first-aid and CPR training, such as the American Red Cross, the National Safety Council, and the American Heart Association. Many of these entities offer certificates of completion after successfully passing written and practical tests. It is recommended that CPR certification be renewed every year and that first-aid certification be renewed every three years.

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For additional information regarding AEDs, CPR, or first-aid, please review OSHA Medical and First-Aid standards below:

- 1910.151.

For information on classes or certifications in AED use, CPR, or first-aid related, please visit:

- [www.redcross.org](http://www.redcross.org)
  - [www.nsc.org](http://www.nsc.org)
  - [www.heart.org](http://www.heart.org)
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# Fundamentals of First Aid and AED Use Safety Meeting Attendance Acknowledgement

Company Name \_\_\_\_\_  
 Department / Division \_\_\_\_\_  
 Meeting Date & Time \_\_\_\_\_  AM  PM  
 Meeting Location \_\_\_\_\_  
 Name & Title of Individual Conducting Meeting \_\_\_\_\_

## Key Meeting Discussion Points / Important Reminders:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Internal Procedures Reviewed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: \_\_\_\_\_

Suggestions/Recommendations to improve workplace safety and health: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Disclaimer:**

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.

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