

# First Aid Kit

## Description, Placement, and Inspection

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## 1. General

### 1.1

#### **Purpose**

This practice:

- Ensures compliance with Occupational Safety and Health Act (OSHA) Standard 1910.268 (b) (3).
- Describes GTE standard first aid kits.
- Provides information about placing and inspecting first aid kits.
- **Ensures** that employees are provided with adequate first aid supplies.

**NOTE:** The GTE Telephone Operations Senior Physician recommends and approves the first aid kit contents identified in this practice.

# 1. General, continued

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- 1.2 Filing Instructions and Supersedures** Discard all previous issues and associated addenda of this practice and **file this issue numerically** in your GTE Telephone Operations practices set.
- This practice supersedes and cancels:
- All policies, procedures, general instructions, letters, and memoranda which address this subject.
  - Any document which provides information contrary to the information contained in this practice.
- 1.3 Reason for Reissuing** This practice was reissued to include a revision of First Aid Kii Contents and Inspection (Form 90004382, Exhibit 1). In the form, the requirement for stocking latex gloves was changed to a requirement for stocking nitrile gloves.
- 1.4 Responsibility** This practice was published by the GTE Telephone Operations Administrative Services Department. For more information about this practice, contact the Headquarters Employee Safety Services Department.
- 1.5 Disclaimer** This practice was prepared solely for the use of GTE Telephone Operations. It must be used only by its employees, contractors, customers and end users, when installing, operating, maintaining, and repairing GTE Telephone Operations' equipment, facilities and services. Any other use of this practice is forbidden. The information contained in this practice may not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE Telephone Operations will have no liability (to the extent permitted by applicable law) for any consequential, incidental, special, or punitive damages that may result.

## 2. Description of First Aid Kits

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- 2.1 General** First aid kits consist of individual unit packages to provide first aid treatment of common industrial injuries.
- NOTE: See Exhibit 1 for specific kit assortments for various job environments.**
- Item descriptions are printed on unit packages in bold type to make identification quicker.
- IMPORTANT: Direct questions regarding the proper use of first aid kii items to your local Health Services or Employee Safety Services personnel.**
- 2.2 Metal Cases** GTE standard first aid kits consist of metal cases designed to hold unit packages. The metal cases keep the kits from being:
- Disarranged.
  - Damaged.
  - Contaminated.
- The metal cases are available in two standard sizes:
- 10-unit size (empty, Item ID 684479).
  - 16-unit size (empty, Item ID 684486).

## 2. Description of First Aid Kits. continued

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### 2.3

#### Ordering Information

Order the following from local supply points:

- Empty first aid kit metal cases.
- First aid kit supplies.

## 3. Placing First Aid Kits

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### 3.1

#### Placement Guidelines

Provide first aid kits stocked with specific unit packages:

- At buildings at the rate of:
  - One kit for each building 200 square feet or larger.
  - One kit for every 25 employees (or part thereof).
  - At least one kit on each floor of multifloor buildings.
  - At least one kit in each central office.

**NOTE: Kits must be displayed in a prominent location.**

- In each company vehicle:
  - In vans with safety screens, mount the kit on the safety screen.
  - In company sedans, securely mount the kit in the trunk.
  - In all other vehicles, mount the kit on the panel under the dash just forward of the right door.

When a first aid kit is not available at the work location, obtain the first aid kit from the vehicle used for transportation to the work location. Examples of such work locations include:

- Pedestals.
- Pad-mounted cabinets.
- Outdoor work areas.

# 4. Inspecting First Aid Kits

## 4.1 Employee's Inspection Duties

Employees who have a first aid kit in their vehicle and/or who have been issued a first aid kit must:

- Inspect their first aid kit(s) monthly and complete the checklist section of the First Aid Kit Contents and Inspection form kept inside the first aid kit.
- Verify that:
  - The kit(s) is properly stocked.
  - No unit packages are past their expiration dates.

**NOTE: Employees must replace unit packages past their expiration dates.**

- Use appropriate supplies to restock all kits found deficient:
  - Unit packages do not have to be replaced if they have been opened but still have sealed contents.
  - Discard any sealed contents within the unit package that have been opened and not completely used.

## 4.2 Supervisor's Inspection Duties

Supervisors who have first aid kit(s) in their work areas must assign an employee(s) to inspect the first aid kit(s) monthly as specified in Section 4.1. Examples of work areas are:

- Office areas.
- Reporting areas.
- Central offices.

## 4.3 Using a Form

Place the First Aid Kit Contents and Inspection form inside each kit (see Exhibit 1). Using this form will help you maintain and inspect your first aid kit.

**NOTE: Refer to Appendix 1 of this practice for first aid kit contents requirements for the Northwest Region.**

FIRST AID KIT CONTENTS AND INSPECTION																YEAR	
FORM 90004382 (9-92)																	
RFF 117-300-002																	
KIT TYPE	ITEM ID	QUANTITY			USE LOCATION												
A (10 UNIT)	684479 EMPTY	↓	↓	↓	ADMIN. OFFICES, CENTRAL OFFICES, WAREHOUSES												(A) (10 UNIT)
B (10 UNIT)	684479 EMPTY	↓	↓	↓	PASSENGER, INSTALLATION, MAINTENANCE, CABLE SPLICING UTILITY VEHICLES												(B) (10 UNIT)
C (16 UNIT)	684486 EMPTY	↓	↓	↓	LINE AND CABLE PLACING VEHICLES												(C) (16 UNIT)
ITEM DESCRIPTION		C	B	A	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
BANDAGE, ADHESIVE, 1-INCH	689254	2	1	2													
BANDAGE, COMPRESS, 4-INCH	689257	1															
BANDAGE, TRIANGLE, 40-INCH	689255	1	1	1													
COMPOUND, BURN	689276	1		1													
DRESSING, EYE (Double Size)	689258	1															
GLOVES, NITRILE	338468	1	1	1													
MICROSHIELD, CPR (Double Size)	680915	1	1	1													
OINTMENT, HYDROCORTISONE	689283	2	1														
OINTMENT, MEDICATED PVP	689284	1	1	1													
SWABS, STING - KILL	689273	1	1														
WASH, BURN CREOSOTE	689270	1	1														
WIPES, PVP IODINE	680916	1	1	2													
INITIALS OF INSPECTOR																	
KEEP THIS CARD IN FIRST AID KIT AND INSPECT KIT MONTHLY																	

Exhibit 1 - First Aid Kit Contents and Inspection, Form 90004382

## 5. Ordering Additional Kit Supplies

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### 5.1 Types of Supplies

The following items, though not part of the regular first aid kit, are available to order.

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Item	Order Number	For Outside Plant Employees to Use...
Poison Oak and Ivy Cleanser	Item ID 674614	If in contact with poison ivy.
Insect Repellant Cream	Item ID 676407	To protect against insect bites when working in wooded areas.
Ten Hour Insect Repellant	Item ID 674641	To protect against insect bites when working in wooded areas. It may be sprayed on: <ul style="list-style-type: none"><li>• Top of boots.</li><li>• cuffs.</li><li>• Socks.</li><li>• Hands.</li><li>• Arms.</li><li>• Sleeves.</li></ul>

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