



## DEPARTMENT OF CONSERVATION AND ENERGY (C&E) FIRST AID

In an effort to address the potential first aid needs of C&E's employees and visitors, first aid supply kits are to be properly maintained, inventoried, and restocked, as needed, by each assigned Floor Warden and Safety Officer in accordance with guidelines below:

Recommended/Permissible		Not Permissible
Adhesive bandages	Instant cold pack	Antibiotic ointment (Neosporin, etc.)
Gauze and/or sterile pads	Tweezers	Aspirin
Tape	Wooden tongue depressors	Benadryl
Blunt-tipped scissors	Finger splints	Cold/sinus medication

The procedures for first aid are as follows:

1. First aid supply kits are accessible to employees/visitors in need of minor first aid in the break rooms of each floor of the LaSalle building and each District office. All C&E offices are located such that emergency medical personnel should be able to respond within no more than 15 minutes; therefore, C&E does not have certified first aid technicians on site.
  2. If the injury requires medical treatment in excess of the first aid kit, the completion of two (2) forms is required:
    - a. **Authorization for Medical Treatment**

The Human Resources Manager and/or Human Resources Director must be notified so that the injured employee can be provided an Authorization for Medical Treatment form to bring to the doctor/hospital/clinic. This form ensures the treating medical facility properly bills the Office of Risk Management (ORM), rather than the employee, for the services provided for the workers' compensation injury. The employee must notify the Human Resources Manager and Human Resources Director of the treating physician's diagnosis of the injury and the expected length of time for which the employee may be unable to work, if any.
    - b. **Incident/Accident Form**

The appropriate incident/accident form must be completed and forwarded to the Human Resources Manager and Human Resources Director within 24 hours of the accident/injury:
- DA2000 Form to be completed by employee and supervisor; or,
  - DA3000 Form to be completed by visitor and C&E representative.