Community Colleges of Spokane is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety. Failure to follow safety and health guidelines or being engaged in any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.

It shall be the responsibility of the Environmental Health and Safety Department to take all reasonable steps to inform employees of their rights and establish training in the workplace with regard to applicable regulations and procedures for protecting health and safety.

All employees shall protect their own health and safety and work in compliance with current regulations and standards with safe work practices and procedures established by CCS. They must report any health hazards and unsafe conditions or practices to supervisory staff for corrective action. All procedures will remain in proper compliance with the Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 RCW. This requires CCS to “furnish to each of its employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to its employees” (RCW 49.17.060).

1.0 Plan Scope and Application

1.1 The purpose of mandatory first-aid is to ensure quick and effective first-aid for all CCS employees and students in case an injury or acute illness occurs on the job or in the classroom, shop, athletic, or other college-related setting. This objective is achieved by maintaining first-aid trained staff on job/campus sites.

2.0 First-aid Requirements

2.1 Based upon interpretation of WAC 296-800-150 - First-aid, CCS has established the following mandatory requirements:

2.1.1 First-aid will be applied by trained personnel.

2.1.1.1 Within his/her administrative area(s) each CCS administrator is responsible to ensure that there is a first-aid certified person
present and available to CCS employees and students within the specific area(s) including such circumstances as:

2.1.1.1 Where CCS employees work/teach during the evening, and/or in facilities remote from the primary campuses;

2.1.1.2 Where part-time CCS employees hold job responsibilities which place their employment under any of the categories as outlined in Section 3.0.

2.1.1.2 Where CCS programs fall under the requirements of some other regulatory agency in regard to first-aid certification, those requirements which are the most stringent shall apply.

2.1.1.3 While not all CCS employees are required to be first-aid certified, and will not be provided this training by the colleges, CCS encourages all staff to receive first-aid training for their own protection and that of their family, friends and neighbors.

2.1.1.4 It is recommended that staff members who frequently operate state passenger vehicles in the transport of students or clients to be first-aid certified.

2.1.2 CCS facilities will be adequately stocked with first-aid equipment and supplies.

2.1.2.1 Contents of first-aid kits should be appropriate to the number of persons that may be present in the area, and the setting/activities that are likely to be encountered at the location.

2.1.3 First-aid kits must be easily accessible to all employees during all working hours.

2.1.4 First-aid supplies must be stored in containers which protect them from damage, deterioration, or contamination.

2.1.5 Containers must be clearly marked and not locked.

2.1.6 First-aid kits should be located or mounted so that they can be moved to a location of an injured or ill person.

3.0 CCS Employees Who are Required to be First-aid Certified

3.1 Each person in charge of employees (unless another person which is first-aid trained is present or available to the employees).

3.2 Professional/technical (vocational) employees in vocational programs where the instructional environment brings students into physical proximity with machinery, electrical circuits, biologic substances, radioactive substances, chemicals, flammables, intense heat, gases under pressure, excavations, scaffolding, ladders and/or other hazards.

3.3 Science department employees who are involved in lab-setting instruction, including those who work with potentially hazardous chemical substances.

3.4 Employees whose area of instruction involves extensive physical activity on the part of their students (e.g. athletic programs, rafting, exercise classes, rodeo, etc.) and/or field trips to remote areas.
3.5 Those who are required by their supervisor (with prior administrative approval) to be first-aid certified (e.g., Facilities Department employees [other than clerical]; designated child care program staff, etc.).

3.6 College/Unit Safety Officers and Building Safety Representatives (or Safety Committee members assigned to a specific facility).

4.0 Training Requirements

4.1 Every two years employees described in section 3.0 must successfully complete first-aid training in and be able to demonstrate their skill and knowledge in the following subject areas:

4.1.1 Role and responsibilities of the first-aid provider;
4.1.2 Assessing a scene;
4.1.3 Performing an initial and ongoing assessment of an injured or ill person;
4.1.4 Scene safety;
4.1.5 Body substance isolation/bloodborne pathogens;
4.1.6 Performing an emergency move;
4.1.7 Placing an ill person in the recovery position;
4.1.8 Opening and maintaining an airway;
4.1.9 Providing rescue breathing;
4.1.10 Managing an obstructed airway;
4.1.11 Performing adult one-rescuer CPR;
4.1.12 Recognizing the warning signs and symptoms of medical problems;
4.1.13 Recognizing and caring for an injured or ill person with decreased levels of responsiveness;
4.1.14 Controlling external bleeding and recognizing internal bleeding;
4.1.15 Recognizing and caring for victims of shock;
4.1.16 Recognizing and stabilizing spinal injury;
4.1.17 Recognizing and manually stabilizing suspected skeletal injuries;
4.1.18 Knowledge of voluntary provisions of first-aid, consent and confidentiality;
4.1.19 Instruction and practical application of the following subject matter: poisons, shock, unconsciousness, stroke, burns, scalds, sunstroke, heat exhaustion, frostbite, freezing, hypothermia, strains, sprains, hernias, fractures, dislocations, bites, stings, proper transportation of the injured;
4.1.20 Subjects covering specific health hazards likely to be encountered by co-workers of first-aid students enrolled in the course.

4.2 Training Records

4.2.1 Records of the employee training should be maintained in the employee file and a copy sent to the Human Resource Department (MS 1004).