

## **Community Colleges of Spokane MANDATORY FIRST-AID CERTIFICATION GUIDELINES**

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Based upon interpretation of WAC 296-800-150, CCS has established the following mandatory first-aid certification and training guidelines. The purpose 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.

### **WHO IS REQUIRED TO BE FIRST-AID CERTIFIED**

1. Each person in charge of employees (unless another person with first-aid training is present or available to the employees).
2. Professional/technical (vocational) employees in vocational programs where the instructional environment brings students into physical proximity with machinery, electrical circuits, biologicals, radioactive substances, chemicals, flammables, intense heat, gases under pressure, excavations, scaffolding, ladders, and other hazards.
3. Science department employees who are involved in lab-setting instruction, including those who work with potentially hazardous chemical substances.
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.
5. Those who are, for the above or other reasons, 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.).
6. College/Unit Safety Officers and Building Safety Representatives (or safety committee members assigned to a specific facility).

### **FIRST AID TRAINING REQUIREMENTS**

**Every two years employees must successfully complete first-aid training** by demonstrating skill and knowledge in the following subject areas outlined in WAC 296-800-150:

- ◆ Role and responsibilities of the first-aid provider
- ◆ Assessing a scene
- ◆ Performing an initial and ongoing assessment of an injured or ill person
- ◆ Scene safety
- ◆ Body substance isolation/bloodborne pathogens
- ◆ Performing an emergency move
- ◆ Placing an ill person in the recovery position
- ◆ Opening and maintaining an airway
- ◆ Providing rescue breathing
- ◆ Managing an obstructed airway
- ◆ Performing adult one rescuer CPR
- ◆ Recognizing the warning signs and symptoms of medical problems
- ◆ Recognizing and caring for an injured or ill person with decreased levels of responsiveness
- ◆ Controlling external bleeding and recognizing internal bleeding
- ◆ Recognizing and caring for victims of shock
- ◆ Recognizing and stabilizing spinal injury
- ◆ Recognizing and manually stabilizing suspected skeletal injuries
- ◆ Knowledge of voluntary provisions of first-aid, consent and confidentiality
- ◆ 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
- ◆ Subjects covering specific health hazards likely to be encountered by coworkers of first-aid students enrolled in the course.

## **PROVISION OF FIRST-AID TRAINING FOR CCS EMPLOYEES REQUIRED TO BE FIRST-AID CERTIFIED**

CCS Environmental Health and Safety and the Human Resources Office coordinate an annual calendar/schedule of training opportunities for CCS employees. First-aid training is included, and a **six to eight-hour** first-aid class will be offered at least twice during the academic year. This training will be provided at no cost to the CCS employees required, per these guidelines, to be first-aid certified. Classes will not be scheduled on holidays, weekends, or *starting* before 7:30 a.m. or after 4:30 p.m.

### **COMMENTARY:**

1. Within his/her administrative area(s), each CCS administrator is responsible to ensure that there is a first-aid certified person present or available to CCS employees and students within the specific area(s), including under such circumstances as:
  - where CCS employees work/teach during the evening, and/or in facilities remote from the primary campuses
  - where part-time CCS employees hold job responsibilities which place their employment under any of the six categories as outlined (above) in this document (unless another person with first-aid training is present or available to the employees and students)
2. In some instances, part-time CCS employees may be required to obtain this certification on their own time, as a condition of employment. However, in such instances, they are invited (on a space available basis) to attend, at no cost, the non-state support first-aid classes provided specifically for CCS employees.
3. Where Community Colleges of Spokane 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.
4. 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.

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