



LP 4.27

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Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and
Administration

Affected Parties:
Employees

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First Aid and Eyewash

References: OSHA 29 CFR 1910.151; 1910.151 APP A; (ANSI) Z308.1-1998; (ANSI) Z358.1-2014

1 Purpose

- 1.1 This policy establishes a first aid and eyewash program to ensure a safe and healthful working environment and to act as a performance standard for all employees at Lander University.

2 Scope

- 2.1 This policy addresses first aid cabinets and eyewash stations at Lander University.

3 Responsibilities

- 3.1 Safety and Regulatory Compliance Officer
The Safety and Regulatory Compliance Officer has the overall responsibility for administering and maintaining this policy, including:
 - 3.1.1 Ensuring the implementation of the first aid and eyewash program across the university campus.
 - 3.1.2 Confirming compliance with relevant regulations.
- 3.2 Facilities Operations Manager
The Facilities Operations Manager is responsible for:
 - 3.2.1 Ensuring that the program is implemented in their area(s) of responsibility.
 - 3.2.2 Ensuring that first aid cabinets and eyewash stations are inspected on a monthly basis, as described in Section 6 of this policy.

3.2.3 Ensuring that eyewash stations are inspected/flushed weekly.

3.3 Supervisors

Supervisors are responsible for:

3.3.1 Ensuring that employees are properly trained:

3.3.1.1 On the operation of eyewash stations and emergency showers.

3.3.1.2 On the location of first aid cabinets, eyewash stations, and emergency showers.

3.4 Employees

Employees must:

3.4.1 Attend all required trainings for this program.

3.4.2 Immediately report any unsafe condition or defective equipment to their supervisor.

4 First Aid Cabinets

4.1 First aid cabinets/kits must be made available to employees for the treatment of injuries sustained while on university property.

4.2 First aid cabinets/kits must be stocked with the minimum required materials in serviceable condition in a kit that is accessible to employees. (See Appendix A)

4.2.1 The Safety and Regulatory Compliance Officer is responsible for ensuring first aid cabinets/kits are properly stocked.

4.3 Bloodborne pathogens kits must be accessible so that they can be used in the event that bodily fluids need to be cleaned up.

5 Eyewash Stations

5.1 An eyewash and/or safety shower must be provided in any area in which an employee's eyes or body could be exposed to corrosive materials.

5.2 An eyewash station must be located within 10 seconds of travel time from the area where corrosive materials are used or stored.

- 5.3 Eyewash stations must have highly visible signage to ensure that they can be quickly located in the event of an emergency.
- 5.4 Eyewash stations must provide a continuous flow of clean, potable water or a suitable eyewash solution for at least 15 minutes.
- 5.5 Eyewash stations must deliver at least 0.4 gallons of clean water per minute.
- 5.6 Eyewash station nozzles must be protected to prevent freezing and airborne contamination.
- 5.7 Flushing fluid must be tepid (i.e., between 60 to 100 degrees Fahrenheit) and remain so for at least 15 minutes.

6 Inspections

- 6.1 The contents of all first aid cabinets and kits must be inspected monthly.
 - 6.1.1 The contents will be examined to ensure their readiness, the presence of an appropriate current quantity of supplies, and that the expiration date of all supplies has not been exceeded.
 - 6.1.2 Any missing, expired, used, or damaged supplies must be replaced immediately.
 - 6.1.3 Inspections must be documented.
- 6.2 Plumbed eyewash stations must be activated weekly to flush the fluid regularly and prevent stagnant water buildup.
- 6.3 Self-contained eyewash stations must be inspected to ensure that an adequate amount of fluid is currently available and that the fluid has not expired.
- 6.4 Eyewash testing and inspections must be documented.

7 Training

- 7.1 All employees must receive training on the following:
 - 7.1.1 The operation of eyewash stations and emergency showers.
 - 7.1.2 The location of first aid cabinets, eyewash stations, and emergency showers.

7.2 Training must be conducted:

7.2.1 Upon hire.

7.2.2 As needed thereafter, every three years at a minimum.

8 Policy Revision History

- First draft of policy submitted by Finance and Administration on 9/20/2024.
- Reviewed and revised by Policy Coordinator with final approval from Finance and Administration on 4/14/2025.
- Reviewed by Board of Trustees Policy Committee on 4/19/2025.
- Revised and updated by Finance and Administration on 4/23/2025.
- Submitted for full board review by Policy Coordinator on 4/23/2025.
- Approved by Lander University Board of Trustees on 5/6/2025.