



**Strong Women  
Organizing  
Outrageous Projects**  
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**Purpose:**As part of the SWOOP Safety Officer Medical Plan, at least one First Responder will be designated for each workday. This document describes the role and responsibilities of a SWOOP First Responder.

**Introduction:**While SWOOP works diligently to provide a safe environment in which to work, it is unrealistic to expect that accidents will not happen. When accidents do occur, it is important to have someone who knows how to handle the situation effectively. The outcome of an injury depends not only on the severity of the injury, but also on the rendering of first aid care by an appropriately trained person in a timely manner.

The person or persons designated to this role at each SWOOP work site will be called the SWOOP First Responder, and at least one will be assigned for every SWOOP workday.

- First Responder Requirements:**• The SWOOP First Responder will have minimum requirements of certification in First Aid and CPR.
- When available, SWOOP will utilize the services of members who are concurrently trained medical professionals (including physicians, nurses, EMTs, ...).
  - Where professional training of the person serving as First Responder includes expertise and experience in medical care (i.e. those listed above), additional certification in First Aid and CPR are not required.
  - The SWOOP First Responder will have an understanding of:
    - Types of injuries likely to happen at the worksite
    - Universal precautions for first aid procedures
    - Location and use of first aid supplies and equipment
    - Procedures to follow when approaching an accident scene and victims
    - Directions to the worksite for emergency personnel or directions to the nearest emergency room (provided by the Safety Officer as part of the Medical Plan).

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*Great hearts working together to serve the community and inspire hope.*



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**First Aid Plan:** • At least one First Responder, and preferably two or more, will be assigned at every SWOOP worksite.

- For routine workday activities, a First Responder will be able to respond within 15 minutes for any non life threatening injuries. If particular activities may lead to more serious or life threatening injuries (for example severe bleeding, asphyxiation, or electrocution), a First Responder must be available within 3 - 4 minutes.
- First aid supplies will be readily available to the First Responder. A Large First Aid kit, Basic First Aid kit, and Portable First Aid kit are available in the SWOOP trailer, and may be taken with the First Responder to alternate SWOOP worksites as needed. The contents of the First Aid kits will be maintained by the Safety Officer, First Responder, and SWOOP Trailer organizers. See attachment for a list of contents of the first aid kits.
- A First Responder will be accessible to all work site workers at all times during the workday. If a First Responder is not within visual sight of all workers, the First Responder will carry a two-way radio for rapid contact by workday leaders.
- Each First Responder will have in their possession a copy of the Medical Plan for that workday, as provided by the Safety Officer.

*Resources:*

*OSHA 29 CFR 1910.151 – Medical services and first aid  
ANSI Z308.1-1978 – Minimum Requirements for Industrial Unit-Type First Aid Kits  
J.J. Keller & Associates, Workplace Safety Pro*

**For more Information about volunteering as a SWOOP First Responder contact Kristen Hibbetts at [KristenDVM@aol.com](mailto:KristenDVM@aol.com).**