

WORKER SAFETY AWARENESS PROGRAM

MODULE 3 ADDITIONAL STATE INFORMATION: FIRST AID, PERSONAL PROTECTIVE EQUIPMENT (PPE) & OTHER GENERAL SAFETY RULES

Module Three, Additional State Information: *First Aid, Personal Protective Equipment (PPE) & Other General Safety Rules* provides basic information about state Washington Industrial Safety and Health Act (WISHA) first aid requirements and responsibilities, information about how to properly select, care for, use, and dispose of personal protective equipment (PPE), and an overview of other general safety rules such as housekeeping requirements, safe & healthy eating areas, sanitation responsibilities, and environmental tobacco smoke rules.

Grant Project Goal:

The Adult Family Home Council (AFHC) believes that introducing a first-of-its-kind, industry specific, safety awareness training program will significantly reduce worker injuries in adult family homes.

Background:

The AFHC received a grant from the Safety and Health Investments Projects (SHIP) Program, Washington State Department of Labor & Industries for \$175,000 to develop training and education materials for a worker safety awareness program specific to the adult family home (AFH) industry. Claims data from the Washington State workers' compensation system shows that workers are getting hurt in the AFH industry. There were over 12,000 reported injury claims, including over 100 serious injuries, from 2012 through 2016 in the risk class that includes adult family home businesses. In order to help prevent future injuries, an AFH Worker Safety Awareness Review Committee has been established to oversee development, upkeep, and implementation of worker safety awareness training and education materials specific to the AFH industry.

Training Topics Included in this Module:

1. First aid
 - a. Availability of first aid responders
 - b. Availability of first aid supplies
 - c. Recommended first aid supplies
2. Emergency washing stations & emergency eyewash requirements
 - a. Emergency eyewash requirements
 - i. Examples of portable emergency eyewashes that meet requirements
 - ii. Handheld squeeze bottles & standard showers or faucets do not meet requirements
 - iii. Examples of plumbed eyewashes that meet requirements
 - iv. Emergency eyewash testing requirements
3. Personal protective equipment (PPE)
 - a. Determine your PPE needs
 - b. Document your PPE needs
 - c. PPE costs: employers must provide PPE free of charge
 - i. What employers are not required to pay for
 - d. Required PPE training

- e. Selecting PPE
 - i. Gloves
 - ii. Protective clothing
 - iii. Eye & face protection
 - f. Safely removing PPE
4. Other general safety requirements
- a. Keep your adult family home clean, dry, pest free, & use adequate lighting
 - b. Provide safe drinking water, bathrooms, & washing facilities
 - c. Make sure eating areas are safe & healthy
 - d. Prohibit tobacco smoke in your workplace
 - e. Make sure that the buildings, floors, stairs, & other structures in your adult family home are safe, well-built, & free from unsafe holes or openings in the floor
 - f. Protect your employees from hazards when working with electrical equipment, tools, & appliances
 - g. Provide & maintain emergency exit routes, emergency alarm systems, & provide readily accessible portable fire extinguishers

Training Module Objectives:

- Understand first aid requirements under the Washington Industrial Safety and Health Act (WISHA)
- Learn about required emergency eye wash rules
- Understand what employers & workers need to know about selecting personal protective equipment (PPE)
- Learn about other general safety rules under WISHA laws & rules

Target Audience:

The target audience includes the owners and operators of the 2,900 adult family homes in Washington and their approximately 14,000 employees. By definition, adult family homes are small businesses located in residential homes, each with unique challenges. The AFHC is committed to supporting and helping adult family homes succeed.

Funding and support for this project has been provided by the State of Washington, Department of Labor & Industries, Safety & Health Investment Projects.

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MODULE 3 ADDITIONAL STATE INFORMATION CHECKLIST: FIRST AID, PERSONAL PROTECTIVE EQUIPMENT (PPE) & OTHER GENERAL SAFETY RULES

- First aid requirements
 - Make sure that first-aid personnel are available to provide quick and effective first aid ([WAC 296-800-15005](#))
 - Make sure appropriate first-aid supplies are readily available ([WAC 296-800-15020](#))
 - Make sure emergency washing facilities are functional and readily accessible ([WAC 296-800-15030](#))
 - Inspect and activate your emergency washing facilities ([WAC 296-800-15035](#))
 - Make sure supplemental flushing equipment provides sufficient water ([WAC 296-800-15040](#))
- Availability of first aid responders
 - Make sure that first-aid personnel are available to provide quick and effective first aid
 - You are required to have a first aid trained person at your workplace unless you are in “near proximity” to an infirmary, clinic, or hospital that can treat injured employees
 - Federal OSHA interprets “near proximity” to mean emergency care must be available within 15 minutes unless life threatening injury is a likely outcome of an accident, in which case emergency care must be available within 3-4 minutes
 - Homes that require their employees to provide first aid must comply with [chapter 296-823 WAC](#), Occupational Exposure to Bloodborne Pathogens
- Availability of first aid supplies
- Make sure first aid supplies in your home are appropriate to your occupational setting and expected response time of emergency medical services
- Make sure that your first aid supplies are:
 - Easily accessible to all of your employees
 - Stored in containers that protect them from damage, deterioration, or contamination
 - In clearly marked containers, not locked, but may be sealed
 - Able to be moved to the location of an injured or acutely ill worker
- Recommended first aid supplies
- Neither federal or state requirements list what must be in you first aid supplies
- First-aid kits from your local retailer or safety supplier should be adequate for most nonindustrial employers
- It is recommended, but not required, that your first aid kit meet ANSI (American National Standards Institute) / ISEA (International Safety Equipment Association) Z308.1-2015, Minimum Requirements for Workplace First Aid Kits and Supplies
 - It will say ANSI/ISEA or OSHA compliant on the label if it is ANSI/ISEA compliant
- Emergency washing stations & emergency eyewash requirements

- Adult family homes must have functional and readily accessible emergency washing facilities
- Make sure emergency washing facilities:
 - Are located so that it takes no more than ten seconds to reach (the travel distance to an emergency washing facility should be no more than fifty feet)
 - Are kept free of obstacles blocking their use
 - Function correctly
 - Provide the quality and quantity of water that is satisfactory for emergency washing purposes
- Provide training on the location & use of your emergency washing facilities
- Adult family homes must provide an emergency eyewash when there is potential for an employee's eyes to be exposed to corrosives, strong irritants, or toxic chemicals
- This includes household cleaners & disinfectants as well as some medications
- You can determine whether chemicals in your workplace require emergency washing facilities by looking at the safety data sheet (SDS) or similar documents. The SDS contains information about first-aid requirements and emergency flushing of skin or eyes
 - Emergency eyewashes must:
 - Irrigate and flush both eyes simultaneously while the user holds their eyes open
 - Have an on-off valve that activates in one second or less and remain on without user assistance until intentionally turned off
 - Deliver at least 0.4 gallons (1.5 liters) of water per minute for fifteen minutes or more
 - deliver only clean water or other medically approved eye flushing solution
 - The emergency eyewash may be either permanently plumbed, such as a faucet mounted device, or a portable unit- if it meets the requirements above
 - Handheld Squeeze Bottles & Standard Showers or Faucets Do Not Meet Emergency Eyewashes Requirements
 - Test your plumbed eyewash device or self-contained eyewash equipment is tested at least one a year
- Personal Protective Equipment (PPE)
 - Determine your PPE needs
 - Do a hazard assessment of your home to look for and identify hazards or potential hazards in your home and determine what PPE is necessary
 - Select appropriate PPE for your employees if hazards are present or likely to be present
 - Select PPE for each at-risk employee to use for protection from the hazards identified in your workplace hazard assessment
 - Make sure to provide PPE that properly fits each at-risk employee
 - Consider the types of exposure:
 - Splash or spray vs. touch
 - Volume of chemical / body fluid
 - What body parts are exposed?
 - Consider the durability & appropriateness for the task
 - Does it need to be fluid resistant? fluid proof? neither?

- Document your PPE needs in a written form (This can be part of your written accident prevention program). The documentation needs to include the:
 - Name of the workplace
 - Address of the workplace you inspected for hazards
 - Name of person certifying that a workplace hazard assessment was done
 - Date(s) the workplace hazard assessment was done
 - Statement identifying the document as the certification of hazard assessment for PPE in your workplace
- It is recommended, but not required, that you keep a copy of the manufacturer's instructions for all PPE used in your home with your written accident prevention program
- Employers must provide PPE free of charge to employees
- Employers are not required to pay for:
 - Most prescription safety eyewear
 - Hand protection used only for keeping clean or for cold weather with no safety or health consideration
 - Sturdy work shoes or nonspecialty safety-toe protective footwear such as steel-toe shoes or boots
 - Adult family homes should still require shoes with closed toes and nonslip soles
 - Long sleeve shirts, long pants, ordinary rain or cold weather gear (coats, parkas, cold weather gloves, winter boots)
 - Other items that are not specifically needed for workplace safety or health
- Using Gloves
 - Wear gloves if you can reasonably expect contact with hazardous chemicals, drugs, blood, potentially infectious mucous membranes, or other dangerous materials
 - Select appropriate gloves for the task
 - Disposable latex or nitrile gloves for most tasks involving residents
 - Heavier duty rubber or other appropriate gloves for cleaning with bleach or other solvents
 - Chemotherapy gloves for working with residents undergoing chemotherapy
 - After using gloves
 - Remove & discard disposable gloves immediately after use or as soon as feasible after contamination
 - Change gloves between residents when caring for more than one person
 - Dispose of used gloves in appropriate containers
 - Reusable PPE must be properly cleaned and decontaminated after use or contamination
 - Wash hands immediately or as soon as possible after removing gloves or other PPE
- Protective clothing
 - Wear protective clothing that is appropriate to the task to protect skin and prevent soiling of clothing during procedures and activities that could cause contact with hazardous chemicals, drugs, blood, or body fluids

- Work with healthy or asymptomatic people with potential for aerosols generated from the mouth or nose
 - Use of aerosol-generating equipment, such as CPAP machines, is high risk
 - Near coughing or sneezing people
 - **Vaccinated workers** must still wear required personal protective equipment (PPE)
 - Required PPE when working with people who have Covid-19, or are suspected of having it, or when doing high- risk or extremely high-risk work near healthy people
 - Respiratory protection equal to a fit-tested NIOSH certified N95 respirator or better
 - **Required** by L&I for providing direct care (<https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD1180.PDF>)
 - Respirators should be used within a [respiratory protection program](#) that provides staff with training, [medical evaluations](#), & [fit testing](#)
 - If respirators are not available, use a surgical facemask and eye protection (not a cloth mask)
 - Use eye protection (goggles or face shield), gloves, & gown when working with or near residents (within 3 feet)
 - Caregivers within 3 feet of a resident or equipment during an aerosol-generating procedure must wear a fit-tested respirator
 - Examples include CPAP & BIPAP machines, deep breathing exercises, & use of nebulizers
 - A barrier, such as a closed door, should be used during aerosol-generating procedures to prevent virus spread to other areas of the home
 - PPE such as gloves, eye protection, & gowns also needed
 - Facemasks must be worn even if residents are not suspected of having Covid-19 & you cannot stay 6 feet away
 - Surgical facemasks needed for medium or low risk work
 - Residents should at least wear cloth masks when out of their rooms (unless unable to tolerate)
 - Visitors should also be required to wear masks
- Other general safety requirements:
 - Keep your adult family home clean, dry, pest free, & use adequate lighting
 - Provide safe drinking water, bathrooms, & washing facilities
 - Make sure eating areas are safe & healthy
 - Make sure employees are not allowed to eat or drink in bathrooms or areas exposed to toxic substances
 - Make sure food is not stored in bathrooms or areas exposed to toxic substances ([Eating area rules](#))
 - Prohibit tobacco smoke in your workplace
 - Make sure that the buildings, floors, stairs, & other structures in your adult family home are safe, well-built, & free from unsafe holes or openings in the floor
 - Protect your employees from hazards when working with electrical equipment, tools, & appliances
 - Provide & maintain emergency exit routes, emergency alarm systems, & provide readily accessible portable fire extinguishers

- Request a [consultation](https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/) from the Washington State Department of Labor & Industries at <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/>

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MODULE 3 ADDITIONAL STATE INFORMATION RESOURCE LIST: FIRST AID, PERSONAL PROTECTIVE EQUIPMENT (PPE) & OTHER GENERAL SAFETY RULES

- Chapter 49.17 Revised Code of Washington (RCW) Washington Industrial Safety and Health Act (WISHA) state safety laws: <https://app.leg.wa.gov/RCW/default.aspx?cite=49.17>
- RCW 49.17.060 General Safety Standard that all employers must comply with: <https://app.leg.wa.gov/RCW/default.aspx?cite=49.17.060>
- Chapter 296-800 Washington Administrative Code (WAC) safety regulations that further define state safety requirements: <https://www.lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.PDF>
- Washington State Department of Labor & Industries (L&I) Request Consultation Page for information on how to get free safety & health assistance: <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/>
- L&I General Website: lni.wa.gov
- Find a local L&I office near you: <http://www.lni.wa.gov/Offices>
- Physical Safety Core WAC Rules by Topic:
 - First Aid: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_150
 - Personal Protective Equipment (PPE): https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_160
 - Emergency Washing and Eye Wash Requirements: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_15030
 - Lighting: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_210
 - Housekeeping, Draining, & Storage: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_220
 - Sanitation: Drinking Water, Bathrooms, Washing Facilities, and Waste Disposal: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_230
 - Environmental Tobacco Smoke in the Office: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_240
 - Stairs & Stair Railings: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_250
 - Workplace Structural Integrity: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_270
 - Basic electrical rules: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_280
 - Exit routes & Employee Alarm Systems: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_310
 - Portable Fire Extinguishers: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf#WAC_296_800_300

- L&I Online Safety & Health Video Training Library by Topic: <https://lni.wa.gov/safety-health/safety-training-materials/online-safety-training>
- L&I Emergency Washing- It Only Takes a Moment training video: <https://secure.lni.wa.gov/safetyandhealthlibrary/VideoDetails.aspx?VideoID=1571>
- L&I DOSH Directive 13.00 Emergency Washing Facilities (Includes L&I guidance on emergency eyewash stations including sample pictures of both plumbed and standalone devices that meet requirements): <https://www.lni.wa.gov/dA/91cf4ac7fc/DD1300.pdf>
- L&I Personal Protective Equipment webpage: <https://lni.wa.gov/safety-health/preventing-injuries-illnesses/get-started-with-safety-health/personal-protective-equipment-ppe>
- L&I Covid-19 Respiratory Requirements temporary enforcement policy: <https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD1180.PDF>
- L&I Covid-19 (Coronavirus) website: <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus#general-information>
- L&I Which Mask for Which Task brochure: <https://www.lni.wa.gov/forms-publications/F414-168-000.pdf>
- L&I Washington Coronavirus Considerations for Employers Face Coverings, Masks, and Respirator Choices guidance: <https://www.lni.wa.gov/agency/docs/wacoronavirushazardconsiderationemployers.pdf>
- L&I DOSH Directive 5.15 Personal Protective Equipment: <https://lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD515.pdf>
- National Institute for Safety and Health (NIOSH), Protective Clothing and Ensembles: <https://www.cdc.gov/niosh/topics/protclothing/>
- OSHA, Personal Protective Equipment Publication: <https://www.osha.gov/Publications/osha3151.pdf>
- OSHA, Personal Protective Equipment (PPE) webpage: <https://www.osha.gov/SLTC/personalprotectiveequipment/>
- OSHA Covid-19 webpage: <https://www.osha.gov/SLTC/covid-19/>
- U.S. Department of Labor “The Difference Between Respirators and Surgical Masks” YouTube training video (Explains when a surgical mask is ok and when to use a respirator): <https://www.youtube.com/watch?v=ovSLAuY8ib8>
- WorkSafe BC, PPE and Hazard Control webpage: <https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/ppe-and-hazard-control>
- Centers for Disease Control and Prevention (CDC), Core Infection Prevention and Control Practices for Safe Healthcare Delivery in All Settings –Recommendations of the HICPAC (includes good PPE information): <https://www.cdc.gov/hicpac/recommendations/core-practices.html>
- CDC Guidance for the Selection and Use of Personal Protective Equipment (PPE) in Healthcare Settings: <https://www.cdc.gov/HAI/pdfs/ppe/PPEslides6-29-04.pdf>
- CDC Sequence for Putting on Personal Protective Equipment (PPE) guide: <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>
- CDC Protecting Healthcare Personnel website (Includes guidance and links to posters for properly selecting and using PPE: <https://www.cdc.gov/hai/prevent/ppe.html>
- University of California Santa Barbara, Selecting Proper Gloves: <https://www.ehs.ucsb.edu/labsafety-chp/sec2/selecting-proper-gloves>

- American National Standards Institute ANSI Z358.1 Emergency Eyewash and Shower Standard: <https://blog.ansi.org/2018/07/emergency-eyewash-station-shower-ansi-z358-1/#gref> (The eyewash standard used by both federal OSHA and L&I DOSH requirements)
- Microflex, Chemical Resistance Guide for Microflex Latex and Nitrile Gloves (Includes a chart with recommended glove usage for different chemicals): https://archive-resources.coleparmer.com/Manual_pdfs/MicroflexChemChart.pdf
- FirstAidProduct.com, About OSHA and ANSI webpage (Includes a very good overview of first aid recommendations): <https://first-aid-product.com/about-osha-and-ansi-first-aid-requirements.html#required-minimum>
- Safety and Health Magazine article on first aid kits (includes a checklist of recommended first aid supplies for first aid kits): <https://www.safetyandhealthmagazine.com/articles/19019-first-aid-requirements>
- Prevent Blindness.Org, Prevent Blindness at Work webpage: <https://preventblindness.org/ten-ways-to-prevent-eye-injuries-at-work/>
- L&I Which Mask for Which Task brochure: <https://www.lni.wa.gov/forms-publications/F414-168-000.pdf>
- L&I Washington Coronavirus Considerations for Employers Face Coverings, Masks, and Respirator Choices guidance: https://www.lni.wa.gov/agency_docs/wacoronavirushazardconsiderationemployers.pdf
- L&I Covid-19 (Coronavirus) website: <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus#general-information>
- CDC PPE FAQs: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html>
- CDC Covid-19 Nursing Homes and Long-Term Care Facilities: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/nursing-home-long-term-care.html>
- OSHA Covid-19 webpage: <https://www.osha.gov/SLTC/covid-19/>

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