

Agency Name
Transit Policies and Procedures

Subject	First Aid Kits / Hazardous Materials Kits
Section	Safety
Effective Date	
Approved By	
Approval Date	

Purpose

Ensure that all vehicles have onboard First Aid Kits and Hazardous Materials Kits that are fully stocked and regularly inspected.

Definitions

First Aid Kit: A case containing basic medical supplies.

Hazardous Materials Kit: A container filled with supplies to contain and clean bodily fluid spills.

Procedure

Equip each Agency vehicle with a First Aid Kit and a Hazardous Materials Kit. These kits should be located near the front of each bus, in the cargo area of each minivan, and in the trunk of each sedan. Familiarize employees with the items in these kits and train them to administer first aid and clean biohazardous spills.

The First Aid Kit should contain supplies necessary to administer basic medical assistance. The following supplies should be found in each kit:

- First Aid Manual
- Adhesive tape
- Elastic wrap bandages
- Bandage strips and "butterfly" bandages in assorted sizes
- Super glue
- Rubber tourniquet
- Nonstick sterile bandages and roller gauze in assorted sizes
- Eye shield or pad
- Large triangular bandage (may be used as a sling)
- Aluminum finger splint
- Instant cold packs
- Cotton balls and cotton-tipped swabs
- Disposable nonlatex examination gloves (several pairs)
- Duct tape
- Petroleum jelly or other lubricant

- Plastic bags in assorted sizes
- Safety pins in assorted sizes
- Scissors and tweezers
- Hand sanitizer
- Antibiotic ointment
- Antiseptic solution and towelettes
- Eyewash solution
- Thermometer
- Turkey baster or other bulb suction device for flushing wounds
- Sterile saline for irrigation and flushing
- Breathing barrier (surgical mask)
- Syringe, medicine cup, or spoon
- Hydrogen peroxide
- Aloe vera gel
- Calamine lotion
- Anti-diarrhea medication
- Antacids
- Antihistamines, such as diphenhydramine
- Hydrocortisone cream
- Cough and cold medications
- Pain relievers, such as acetaminophen or ibuprofen

The Hazardous Materials Kit should contain supplies necessary for containing and cleaning vomit, blood, and other bodily fluids. The following supplies should be found in each kit:

- A minimum of two pairs of disposal vinyl gloves
- Puncture resistant utility gloves
- Goggles
- Face masks that cover both the mouth and nose
- Shoe covers
- Paper towels
- Antiseptic hand wipes
- Dustpan and brush
- Tongs for picking up sharp objects (needles, syringes, or glass)
- Sealable, leak proof, and puncture resistant container for sharp objects
- Solidifying powder, kitty litter, or commercial absorbent powder
- At least two florescent orange bags with "Biohazard" printed in a contrasting color
- At least two additional plastic bags in which the biohazard bag can be placed if the outside is contaminated by bodily fluids
- Commercial disinfectant spray or foam that is effective on HIV-1 or Tuberculosis

During each daily pre-trip inspection, Drivers are required to ensure that all First Aid Kits and Hazardous Materials Kits are in the vehicle and have the required supplies. If a kit has a missing or damaged item, the Driver should notify the Dispatcher to request a replacement. Gloves should be replaced frequently due to deterioration caused by prolonged storage.

Responsibilities

The Transit Director is responsible for equipping all vehicles with First Aid Kits and Hazardous Materials Kits. Drivers are responsible for confirming that kits are present and properly supplied during each pre-trip inspection.