

	Agency Name	Office of Family Support (OFS)			
	Chapter No./Name	14 - Safety Manual			
	Part No./Name	B. General Safety			
	Section No./Name	B-800 First Aid Requirements			
	Document No./Name	B-810 Employee Guidelines			
	Dates	Issue	July 1, 2007	Effective	July 1, 2007

Calmly and coherently report all injuries and near miss accidents immediately to a supervisor.

Do not treat an injury yourself. Get advice and treatment from a trained first aid attendant.

Unless a victim is exposed to further danger at the accident site, do not move him until the full extent of the injury is known, first aid has been given, and emergency transport assistance has arrived.

Do not attempt to perform regular job functions if abilities have been impaired by an injury.

Report any sickness and/or injuries to your immediate supervisor.