

Peaceful Valley Donkey Rescue First-Aid Plan

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1. Policy

PVDR must make sure that first-aid trained personnel are available to provide quick and effective first-aid.

2. Scope

This policy applies to all locations including the San Angelo, TX facility as well as the various sanctuaries that are under the control of Peaceful Valley operations and staff.

In general, employees identified as first-aid trained for the purposes of meeting this requirement do so as a collateral duty in that providing first-aid or other medical assistance is not their primary job assignment.

3. Responsibility

Each unit supervisor is responsible for the health and safety performance in their respective units. This responsibility can neither be transferred nor delegated.

The Office Manager is responsible for:

- a. The scheduling of annual First Aide courses and they they be made available to all staff at no cost.
- b. Keeping the supply levels in all first aid kits up to date and in adequate supply.

4. General First-Aid Response Plan

a. Peaceful Valley provides these First-Aid Plan Guidelines to accommodate the wide variety of work types, locations, and environments shared by the Organization employees. Supervisors can consult these guidelines to determine if they are required to have first-aid certified employees and how many, and to determine what first-aid supplies they should stock and how to obtain them.

b. The majority of PVDR's employees work in typical ranch related activities and also in administrative office environments. While the plan addresses the differing needs of these work environments for first-aid response, it also takes into consideration the common elements shared by organization work areas. The following applies to all PVDR work areas:

1) Peaceful Valley work locations are served by municipal or county enhanced 911 Emergency Medical Services. Where there might be exceptions, such as sanctuaries or remote capture cases, the first-aid response plan for the unit or activity requires more rigorous first-aid coverage and emergency planning.

2) PVDR's policy requires that emergency access phone numbers be posted on all first aid kits.

3) Units are required to identify first-aid certified employees including contact information, phone number and location, on or near first-aid kits.

5. Individual Unit First-Aid Plans

Employing units must choose from the following options for meeting the first-aid training requirements to determine the method that best suits their work environment. Units are required to document how first-aid requirements will be met in their unit health and safety plan.

Option 1. Any Work Environment

Compliance may be achieved for any type of work environment if each supervisor (or their designee) is trained and certified in first-aid. It is strongly recommended that an alternative person also be trained and certified in first-aid to assure coverage during absences.

Option 2. Office Environments

Office work environments can comply with the first-aid training requirement by having at least one first-aid certified employee.

Option 3. Laboratories (Research, Clinical, Teaching, etc.)

Work environments that are primarily laboratory facilities are required to have at least one first-aid certified employee present at all times where employees are working.

Option 4. Medical/Clinical Environments

Work environments that are primarily medical facilities are required to have at least one first-aid certified employee present at all times where employees are working.

Option 5. Sanctuaries

In order to assure that first-aid certified employees are available at all times employees are present, every one traveling to assist with the sanctuary donkeys must be first aid certified.

Option 6. Remote Locations

Many of our larger projects are in back country areas. All away team members must each be First Aid Certified.

6. How to Obtain First-Aid Training

a. The Office Manager will schedule annual First Aide Certification courses through a local instructor. This date will be placed on the organizations calendar and made available. Two weeks prior to the course, written reminders will be distributed.

b. Should the need arise (a project requiring the use of additional staff that all need to be certified) additional courses can be scheduled.

First-aid training provided by Sav-A-Life Training Center covers the following required subjects:

- Role and responsibilities of the first-aid provider
- Assessing a scene
- Performing an initial and ongoing assessment of an injured or ill person
- Scene safety
- Body substance isolation/bloodborne pathogens
- Performing an emergency move

- Placing an ill person in the recovery position
- Opening and maintaining an airway
- Providing rescue breathing
- Managing an obstructed airway
- Performing adult/one-rescuer CPR
- Recognizing the warning signs and symptoms of medical problems
- Recognizing and caring for an injured or ill person with decreased levels of responsiveness
- Controlling external bleeding and recognizing internal bleeding
- Recognizing and caring for victims of shock
- Recognizing and stabilizing spinal injury
- Recognizing and manually stabilizing suspected skeletal injuries • Knowledge of voluntary provisions of first aid, consent and confidentiality

c. First-aid training acquired through other approved providers must be documented within the employing unit.

d. First-aid training must be repeated every two years to maintain a valid first-aid certificate.

7. Documentation of First-Aid Training

Each employee who completes the PVDR sponsored first-aid course will receive a first-aid card which serves as documentation.

8. First-Aid Supplies

First-aid supplies must be readily available to all employees, stored in clean, clearly marked, fixed or portable containers. Post name, location and phone number of first-aid certified employees on first-aid kit or where first-aid supplies are stored. Fixed First Aid Kits will be located in The Shop and The Feed Room. Portable First Aid Kits will be maintained in the Visitor Center, The Hydroponics Room, The Medical/Quarantine Facility and in each pickup truck.

9. Good Samaritan Act

Employees who obtain first-aid training to comply with this regulation do so as a collateral duty and not as a primary job assignment. Employees who may render first-aid to another employee in the work place are covered by the Good Samaritan Statute § 74.151. LIABILITY FOR EMERGENCY CARE.

(a) A person who in good faith administers emergency care, including using an automated external defibrillator, is not liable in civil damages for an act performed during the emergency unless the act is wilfully or wantonly negligent.

(b) This section does not apply to care administered:

(1) for or in expectation of remuneration, provided that being legally entitled to receive remuneration for the emergency care rendered shall not determine whether or not the care was administered for or in anticipation of remuneration; or

(2) by a person who was at the scene of the emergency because he or a person he represents as an agent was soliciting business or seeking to perform a service for remuneration.

(c), (d) Deleted by Acts 2003, 78th Leg., ch. 204, § 10.01.

(e) This section does not apply to a person whose negligent act or omission was a producing cause of the emergency for which care is being administered.

10. Bloodborne Pathogens

a. PVDR employees who are first-aid trained as a collateral job duty are not required to have annual bloodborne pathogen training nor are they required to be offered a Hepatitis B immunization.

b. In the event that a PVDR employee is exposed to human blood or body fluids during the administration of first-aid or any other activity in the work place, the employee should notify their supervisor immediately so that they can be referred to the appropriate health clinic for post exposure follow-up. In addition, a PVDR incident/injury/illness report must be completed.