

ACCIDENT PREVENTION PROGRAM OUTLINE



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Department of Labor & Industries, Safety & Health Investment Projects*

PLEASE NOTE

Labor and Industries is now requiring each Company's written policy to be specific to your operation and equipment. Please use this outline as a reference point, starting place, and information source to make the construction of your policy easier.

THIS INFORMATION IS NOT INTENDED TO BE YOUR POLICY OR PROGRAM AS WRITTEN

Your Accident Prevention Program must include the details of the procedures for each of your situations where safety training is required. One important piece of your policy is making sure all employees are trained. Documented training is now a very important part of your safety program.

Please call Associated Industries at (509) 326-6885 with any questions.

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ACCIDENT PREVENTION/SAFETY PROGRAM OUTLINE

A formal written accident prevention program tailored to the needs of the particular business or operation and to the types of hazards involved is now required. The following are the minimum requirements for employers:

1. How, when, and who to report injuries to, including the location of the first aid facilities. (See Appendix F for first aid kit details).
2. A description of the first aid plan (see Page 5).
3. How to report unsafe work conditions and practices.
4. The use and care of Personal Protective Equipment (PPE) for each job. A formal assessment of each job is now required and a certification of completion filled out. Examples of PPE include respirators, gloves, aprons, or safety glasses or shields.
5. The proper actions and procedures to take in the event of an emergency, including how to exit. These actions should cover what to do in the event of an injury, fire evacuation, earthquake, etc.
6. Identification of hazardous chemicals, gases or materials being used or to which employees may be exposed, along with the instructions on the safe use and emergency action following possible exposure.
7. A description of the employer's basic safety rules. Some examples of common rules include; no running in the shop, keep all guards on the machines, no horseplay, no drugs or alcohol, no smoking in the shop, clean up after yourself, etc.
8. Training of new and existing employees and managers includes new employee orientation, specific machine training, and an on-the-job review of the practices necessary to perform the job assignments in a safe manner (see page 7).
9. A statement of commitment by the owner or manager to safety and the dedication of the necessary resources to maintain a safe workplace.
10. A description of the safety responsibilities of the employer and employees.
11. A statement listing goals relating to accident prevention that are realistic and attainable.
12. A description of the disciplinary policy pertaining to safety rules and policies.
13. The location and use of the safety bulletin board. Posting the OSHA 300 and any L & I citations is required. We suggest the posting of safety meeting minutes, the list of first-aid trained employees, the MSDS sheets or their location if not at the board, the emergency action procedures, and special incidental safety news items.
14. The methods used to identify hazards. Examples of these methods include: accident reports, accident investigations, hazard assessments of the work-site, and job hazard analysis worksheets.
15. The methods used to control hazards for each job including administrative controls, PPE, safety rules, preventative maintenance, and/or special programs such as lock-out/tag-out.
16. Foreman-crew meeting and/or safety committee meeting policies. (See below.)

FIRST-AID PLAN

One of the following statements may be used to describe the first aid plan:

- We maintain first aid trained staff and first aid supplies on our premises because we are more than 3 to 4 minutes away from a clinic or hospital.

OR

- We are less than three minutes from a clinic or hospital so we are not required to have first-aid trained employees.

See Appendix F for details.

SAFETY COMMITTEES AND SAFETY MEETINGS

Safety Committees

Employers of 11 or more employees are required to have a designated safety committee composed of employer-selected and employee-elected members. Minutes of the meetings must be prepared, posted on the safety bulletin board and retained for at least one year. Employees must individually sign in to each meeting. The committee guidelines are:

- The term of employee-elected members must be a maximum of one year. There is not a limit on the number of terms an employee-elected member may serve.
- The number of employer-selected members cannot exceed the number of employee-elected members.
- The safety committee elects the chairperson.

Safety Committee Scope of Activities:

- a. Conduct in-house safety inspections.
- b. Assist in accident investigation to uncover trends.
- c. Review accident reports.
- d. Accept and evaluate employee suggestions.
- e. Review job procedures and recommend improvements.
- f. Monitor the safety program and its effectiveness.
- g. Promote and publicize safety.
- h. The safety committee now has a primary responsibility in determining the hazard zone and caution jobs in your facility per the new ergonomic rules.

A safety inspection checklist is located in Appendix A. A list of suggested topics, training, and sign-in sheets are located in Appendix B.

Foreman/Crew Safety Meetings

Employers of ten or fewer employees and those employers of eleven or more, where employees are segregated on different shifts or dispersed locations in crews of ten or less, may have foreman/crew meetings in lieu of a safety and health committee. The foreman-crew safety meetings must be held at least once a month, or if conditions require weekly or biweekly, to discuss safety problems as they arise. The meetings must address the same issues as the safety committee meetings. Documentation showing the people in attendance and the topics discussed must be kept.

SAFETY TRAINING REQUIREMENTS

Training programs are required for employers to improve the skill and competency of all employees in the area of occupational safety and health. The training must include on-the-job instruction on the safe use of powered materials-handling equipment, machine tool operations, the use of toxic materials, and the operation of utility systems prior to assignments to jobs involving such exposures. New employee orientation is required as well as specific program training. Annual training must be conducted on specific safety programs. All training sessions must be documented, signed off on by employees and kept on file.

Basic training programs applicable to most employers include:

- Lockout/Tagout
- Hazardous Chemicals Awareness
- Respiratory Protection
- Bloodborne Pathogens
- Hearing Conservation
- Confined Spaces
- Fall Protection
- Fire Safety & Evacuation
- Late Night Retail Worker
- Fork Lift Operator
- Portable Fire Extinguishers
- First Aid
- Machine Guarding
- Personal Protective Equipment

A Safety Training Checklist is available from Associated Industries.

**Other training programs may be required depending on the industry.

REQUIRED WRITTEN SAFETY PROGRAMS

If any of the following requirements or conditions apply to your place of business, you are required to have a written program that addresses the applicable topic or hazard. This program becomes a functioning part of your company's basic written Accident Prevention Program and explains to your employees how the program will be implemented.

1. A written accident prevention program tailored to your company's specific operation and hazards.
2. A safety committee.
3. Perform workplace hazard assessment (personal protective equipment) complete with written certification. Determines hazards and personal protective equipment required.
4. A written lockout/tagout program to ensure that adequate procedures exist to prevent unexpected energization, start-up or release of stored energy.
5. If one or more power presses are operated on the premises, a written program that addresses presence-sensing devices on equipment.
6. A written program addressing emergency response, notification, evacuation and training of employees.
7. When the company has a fire brigade, details on specific equipment and training are required.
8. A fall prevention, fall arrest training program to protect employees when working on elevated platforms.
9. A written hazard communication program that addresses chemical products used in the workplace.
10. A written program is required when employees are required to wear respiratory protection on the job.
11. A written program to educate employees and help protect them from occupational exposure to bloodborne pathogens.
12. A written hearing conservation program is required when employees are exposed to loud noises.
13. A written program is required when entry into a confined space is necessary.
14. When a hazardous waste operation is involved a written program is required.
15. A written laboratory safety program is required for specifically defined laboratories.
16. A written program is required for many specifically hazardous chemicals, which have been determined or are suspected to be carcinogens or that cause organ damage.
17. A written fall protection program if employees work at elevations more than ten feet.

****This is not intended to be an all-inclusive list.**

Appendix C contains a list of safety publications available from Associated Industries. If a publication is not available for a specific program, we can provide you with the appropriate information for your written programs.

ACCIDENT INVESTIGATION AND REPORT PROCEDURES

An accident investigation is carried out to determine the cause or causes of the accident and to determine the appropriate action(s) to be taken to correct the problem and prevent reoccurrence. All accidents should be investigated, not just serious or severe accidents. The foreman or supervisor should be responsible for investigating all accidents, reviewing the facts, completing accident report forms and seeing that corrective measures are taken to prevent the injury from happening again.

Guidelines to follow when investigating an injury/accident:

1. Start the investigation as soon as possible.
2. Secure the area where the injury happened.
3. Obtain statements from all witnesses. The objective is to obtain the facts about what happened and not to blame any individuals.
4. Obtain any other information from employees or witnesses concerning the accident and determine its relevance to the accident.
5. Use pictures or sketches of the area to establish facts of the injury or property damage.
6. Complete the investigation as soon as possible.
7. Have the injured employee complete the company accident report. Next, have the supervisor complete the accident report detailing what happened.

Keep in mind that accidents are caused by many factors, but the main reason employees experience accidents at work are:

1. New employees who have worked for the employer less than three months;
2. Lack of training to perform job;
3. Inattention to work being performed.
4. Additional items including: drug or alcohol use; fatigue; stress; environmental factors such as heat, cold, etc.; repetitive job activity; personality conflicts with supervisor or co-workers; the individual does not like the job. These factors should be kept in mind when numerous accidents are happening in the workplace or in one specific work area.

FIRE PREVENTION AND EMERGENCY ACTION PLAN

Emergency Action Plan

The emergency action plan must be in writing and cover the actions the employer and employees must take to ensure employee safety from fire and other emergencies. It must be available for employees to review at any time. The plan must address the following items at a minimum:

1. Emergency escape procedures and emergency escape route assignments.
2. Procedures to be followed by employees who remain to operate critical plant operations prior to evacuation.
3. Procedure to account for all employees after the evacuation has been completed.
4. Rescue and medical duties for employees who are designated to perform them.
5. The way fires and other emergencies will be reported.
6. The names of persons who can be contacted for additional information or explanation of duties under the emergency action plan.
7. If an alarm system is used to alert fire brigade members or other purposes a distinctive signal must be used for each purpose.

Training

Prior to implementing the emergency action plan, the employer must designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of employees. The plan must be reviewed with all employees when the plan is initially developed, whenever any employee's responsibilities or designated actions change, and whenever the plan is changed. The employer must review the plan with each new employee to provide information to protect the employee in the event of an emergency.

The emergency action plan should include how to respond to the following types of situations: fire, explosions, hazardous material spills, power failures, storms, flooding, robberies, bomb threats, hostile customers, and employee violence.

Fire Prevention Plan

The fire prevention plan must be in writing and will cover the actions the employer and employees must take to ensure employee safety from fire emergencies. It must be available for employees to review at any time. The plan must address the following items at a minimum:

1. List the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (i.e. welding, smoking, etc.) and control procedures, and the type of fire protection equipment or systems which can control a fire involving those hazards.
2. Names or regular job titles of employees responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires;
3. Names or regular job titles of employees responsible for control of fuel source hazards.

4. Housekeeping. Procedures on how to control accumulations of flammable and combustible waste materials and residue so they do not contribute to a fire emergency.

Training

The employer must advise all employees of the fire hazards, materials and processes that they are exposed to. The employer must review the plan with each new employee to provide information to protect the employee in the event of an emergency.

Maintenance

The employer must regularly maintain equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures must be included in the written fire prevention plan.

A floor plan or workplace map should be included in the emergency action plan. The map should clearly show the emergency escape routes. It is also advisable to indicate fire extinguishers, first aid kits, fire alarms and all exits.

APPENDIX A – SAFETY INSPECTION CHECKLIST

Area Being Inspected _____

Date _____ Inspection Conducted By _____

Inspection Item	Completion Date	Action Required
1. Emergency telephone numbers posted in the office.		
2. Electrical cords; no fraying, splits or breaks in jacket; free of grease, oil, chemicals, etc.		
3. Are power cords strung so they do not hang on pipes, nails, and hooks and clear of walkways?		
4. Is all conduit, BX cable, etc. properly attached to all supports and tightly connected to junction outlet boxes?		
5. Are switches mounted in clean tightly closed metal boxes?		
6. Do switches show evidence of overheating?		
7. Are portable electrical tools grounded or of the double insulated type?		
8. Are motors clean and kept free of excessive grease, oil, dust, etc.?		
9. Are motors properly maintained and provided with adequate overcurrent protection?		
10. Are trouble lights equipped with proper guards?		
11. Are all exits visible and unobstructed?		
12. Are all exits marked with a readily visible sign?		
13. Are portable fire extinguishers provided in adequate number and type?		

Inspection Item	Completion Date	Action Required
14. Are fire extinguishers inspected for general condition and operability and noted on the inspection tag?		
15. Are fire extinguishers recharged as needed and the recharge date properly noted on the inspection tag?		
16. Are fire extinguishers mounted in readily accessible locations?		
17. Is the fire alarm being tested at least annually?		
18. Are plant employees periodically instructed in the use of extinguishers and fire protection procedures?		
19. Is your local fire department well acquainted with the plant location and specific hazards?		
20. Is smoking permitted in “safe areas” only? Are extinguished cigarettes being properly disposed of?		
21. Are “NO SMOKING” signs properly posted? Are additional signs posted for areas containing combustibles and flammables?		
22. Are covered metal waste cans used for oily and paint soaked waste?		
23. Are rubbish and litter disposed of daily?		
24. Are paint spray booths and their exhaust ducts cleaned regularly?		
25. Have weeds and other combustible materials been removed within 20’ of all buildings?		
26. Are waste receptacles provided for waste and are they emptied regularly?		
27. Are all work areas adequately illuminated?		

Inspection Item	Completion Date	Action Required
28. Are stairways in good condition, clean and free of all loose items?		
29. Are portable wood and metal ladders adequate for their purpose, in good condition and provided with secure footing?		
30. Are fixed ladders adequate for their purpose, in good condition and provided with secure footing?		
31. Are all machines or operations that expose operators or other employees to rotating parts, pinch points or flying chips, particles or sparks adequately guarded?		
32. Are mechanical power transmission belts and pinch points guarded?		
33. Are hand tools and other equipment regularly inspected for safe conditions?		
34. Are power saws and similar equipment provided with safety guards?		
35. Are grinding wheel tool rests set to within 1/8" or less of the wheel and peripheral guarding members in place?		
36. For welding and flame cutting operations:		
A. Are only authorized trained personnel permitted to use such equipment?		
B. Are welding gas cylinders stored so they are not subject to damage?		
C. Are valve protecting caps in place?		
D. Are all combustible materials near the operator covered with protective shields or otherwise protected?		

Inspection Item	Completion Date	Action Required
E. Is a fire extinguisher provided at the welding site?		
37. Are all flammable liquids kept inside the building stored in proper storage containers?		
38. Is ventilation equipment for removal of contaminants from spray booths operating properly and are filters changed regularly?		
39. Are first aid supplies adequate for the plant?		
40. Are protective goggles, glasses, face-shields, aprons and other protective equipment clean and at the proper work station?		
41. Are approved respirators clean and at the proper work station?		
42. Are respirator masks being used?		
43. Are aisles and stairways clear?		
44. Are restrooms clean and properly maintained?		
45. Are yards and parking lots clean?		
Other		
Other		
Other		

APPENDIX B – GUIDELINES FOR SAFETY MEETING TOPICS AND TRAINING

- | | |
|---|---|
| 1. Accident Prevention Program
Employee Responsibilities
Corporate Safety & Health Policy
Unsafe Acts/Conditions | 7. Ergonomics
Repetitive Motion
Cumulative Trauma
Back Injury Safety |
| 2. Self-Inspection Check-List
Facility Walk-Around Audit
Correction of Hazards
Hazard Identification | 8. Vehicle Safety
Defensive Driving
Equipment Handling
Forklifts |
| 3. Hazard Communication Program
Material Safety Data Sheets
Labeling of Containers
Worker Training of Hazards | 9. PPE
Eye Protection
Hearing Protection
Respiratory Protection |
| 4. Emergency Procedures
Fire Safety
Emergency First Aid
Earthquake Procedures | 10. Electrical Safety
Lockout-Tagout
Machine Guarding
Physical Safety |
| 5. Infection Control Guidelines
Bloodborne Pathogen Control
Worker Safety Procedures
Contaminated Materials | 11. Air Quality
General Ventilation
Vehicle Exhaust
Confined Space Entry |
| 6. Fall Prevention Program
Preventing Slips, Trips, Falls
Fall Protection Work Plan
Ladder and Scaffold Safety | 12. Safety Forms
Housekeeping
Past Year, Accidents
Goals For Next Year |

REMEMBER TO:

- Review Safety and Health Inspections since last meeting
- Review any Accidents since last meeting and prevention measures
- Review of written programs/policies/Safety and Health manual/any recommendations
- Discuss miscellaneous safety items

APPENDIX C – SAFETY PUBLICATIONS AND POLICY OUTLINES FOR MEMBERS OF ASSOCIATED INDUSTRIES

Accident Prevention Program Outline

- Minimum requirements
- Organizing the program
- Supervising for safety
- Accident reports
- Accident investigation
- First aid options for response and training
- Safety committees
- Bulletin boards
- Self-inspection checklist

ANSI

We have a library of some of the most commonly asked for ANSI standards. These standards are referenced by L& I when making rules. These materials are copyrighted so we do not send out copies, however, we will loan these to our members when desired.

Bloodborne Pathogens Exposure Control Outline

- Personal protective equipment
- Exposure determination
- Hepatitis vaccination and/or declination
- Record-keeping
- Training
- Sample forms

Confined Space Policy Outline

- Permit required spaces
- Permit system
- Permit entry training
- Duties of attendants, entrants and supervisors
- Rescue and emergency services
- Hot work permit
- Sample forms

Drug and Alcohol Policy Outline

- DOT policies
- Non-DOT policies
- Second chance agreement form

Ergonomic Rules and Guidebook

This new area of law is filled with apprehension. We have copies of the new standard and have created a guidebook to easily determine the hazard zone and caution zone jobs. A training overview is also included.

Employee Safety Training Checklist

- New employee orientation with required training for all employees
- A synopsis of specialized training required for most businesses

Employer Desk Reference

(Must be an AI Retro Group member to receive)

- How L & I rates are calculated
- How a claim affects your rates
- Time loss calculation
- Loss of earning power calculation
- Retrospective rating overview
- The most informative desk reference currently available

Fall Protection Plan Outline

- Guarding of low-pitched roofs
- Leading edge control zone
- Fall restraint and fall arrest
- Fall protection work plan
- Safety monitoring system
- Competent person evaluation
- Sample forms

First-aid Training

- We maintain a list of user rated first-aid training available to Spokane area members. This list includes cost and on-site capabilities, and;
- We provide first-aid training at our office several times during the year as a convenience for you.

Fleet Safety Program Outline

- Large and small vehicles
- New driver screening
- Sample forms

Hazardous Chemical Communication Policy Outline, MSDS and Worker Right-to-Know

- Labels and warning signs
- Material safety data sheets
- Employee training outline
- Step-by-step procedures
- Sample forms

Hearing Conservation Policy Outline

Hearing Program Training Outline

- Employee notification
- Annual testing
- Noise control
- Personal noise protection
- Record-keeping

Lockout/Tagout Policy Outline

- Energy control procedures
- Periodic inspections
- Training and communication
- Group lockout procedures and sequence
- Sample forms

OSHA 300 information

A packet with the forms, and detailed instructions about use and posting requirements.

Personal Protective Equipment

- Hazard assessment
- Selection of appropriate equipment
- Certification form

Poster Packets

- All current federal and state required posters
- Updated with each new change in the law

Preparing for a WISHA Inspection

- Self-inspection checklist
- Required paperwork and record keeping
- WISHA inspector protocols
- Opening and closing conference
- WISHA tables and forms used by the inspectors

Proposed changes to safety regulations

We have a current list of proposed changes and expected final ruling dates.

Research and Resource Guide

A very comprehensive list of outside resources and websites, including Government agencies and non-profit firms that specialize in providing no-cost or low cost assistance on safety and health related issues.

Respirator Protection Policy Outline

- Selection and use of respirators
- Medical monitoring
- Permissible practice
- Testing air and oxygen
- Respirator maintenance and sanitizing
- Identification of respirator cartridges
- Sample forms

Safety Roundtable Topic Booklets

(Must be an AI Retro Group member to receive)

Many of the monthly topics for the roundtable are in-depth and comprehensive with extensive pass-out materials.

Full Text of any WAC

We can pull any text and fax it to you.

Employment Law and HR Policies and Forms

Call with your specific needs or questions

Sample HR Handbook**Drug and Alcohol Policies**

APPENDIX D – SAMPLE EMERGENCY ACTION PLAN

EMERGENCY EQUIPMENT / EVACUATION LOCATOR

An Emergency Equipment/Evacuation Locator - SAFPRC001, is posted at the following locations: safety bulletin board, all time clock locations, front office and the dividing wall between machining and stamping.

The Emergency Equipment/Evacuation Locator shows locations of needed emergency equipment such as fire extinguishers, eye wash stations, CPR Kits, and first aid kits and stations. It shows the site layout including emergency exit locations with evacuation routes, and electrical power panel, fire hydrant, and propane tank locations.

EMERGENCY EVACUATION PLAN

Emergency situations requiring evacuation shall be announced using the company telephone intercom system. The emergency announcement will consist of both shop and office communication. Press intercom & #7 for shop announcement and intercom & #8 for office announcement. The person calling for the evacuation will use the following phrase, “This is an emergency, (then state the emergency and evacuation instructions)”.

This shall be repeated 3 times for each area. It shall then be the safety manager and/or production manager’s responsibility for immediate assessment of the emergency situation and to follow up with further instructions over the company intercom system if needed.

It is the responsibility of all employees to be sure their fellow workers within each work center understand and follow the announcement. All employees shall immediately shut down machinery they are operating in an expedient and safe manner unless otherwise instructed and/or if they are subjected to immediate danger in which immediate evacuation will be required.

All occupants will be requested to evacuate through the nearest exit of the building following the Emergency Equipment/Evacuation Locator- SAFPRC001 and gather separately, in groups by department, at the West lawn along the fence line.

Safety committee members shall act as escorts to provide guidance and instruction for safe evacuation. Department supervisors/managers will be responsible for knowledge of personnel attendance, to ensure evacuation of all areas, and to perform a head count of their department and report results to the safety manager and/or production manager.

The safety manager and/or production manager will then report the head count to the responding emergency agency. The safety manager and/or production manager will coordinate with the responding emergency agency for further instructions.

Absolutely no one will be allowed back into the building until the responding emergency agency authorizes reentry. This will be communicated by either the safety manager and/or the production manager. In the event any person does not understand this emergency evacuation plan completely, they shall notify the Safety Director.

APPENDIX E – SAMPLE ACCIDENT REPORT FORM

(company name goes here)

Accident Report/Incident Report

Injured Worker name: _____ Age: _____ Sex: _____

Job Title: _____ SSN: _____

Shift hours: _____ Usual days off: _____

Supervisor: _____ Title: _____

Date and Time of Incident

Location

Task being done when incident occurred

Date and Time when incident was reported

Who was this incident reported to?

Names of witnesses

Complete description of the incident

How?

Why?

What led up to this situation?

Body part injured

Details of injury to body

Hospital or doctor used on first visit?

Date and Time of first visit

Did you receive first aid on the job first?

Who helped you?

What could have been done to prevent this injury?

Signed by: _____ Date _____

Supervisor: _____ Date: _____

Is this an ergonomic injury?

APPENDIX F – FIRST AID TRAINING AND SUPPLIES

Employers must ensure that personnel trained in first aid are available to help employees who are injured or who become acutely ill on the job if you are more than 3 to 4 minutes away from a hospital or clinic. Distance or time away from a fire station is not considered. First aid supplies on hand must be appropriate for injuries likely to occur. To determine the extent of required first aid supplies, ask yourself the following:

1. What are the sources of potential injuries or illnesses at the work site?
2. What types of injuries or illnesses have occurred in the past at the work site? (This information may be found on the OSHA 300, worker compensation claims or safety committee minutes.)

First-aid trained personnel will include anyone who has a current first-aid card issued by any of the nationally recognized first-aid trainers including:

Washington State Labor and Industries
Red Cross
Medic
Bureau of Mines

An EMT or paramedic is OK. However, a CPR card by itself is not recognized.