

CATEGORY: Human Resources

POLICY NO.:

SUBJECT: First Aid Policy

PAGES: 5

APPROVED BY: Click here to enter text

DATE: 13-Sep-17

PURPOSE

To ensure the workplace meets the requirements for First Aid in accordance with the Workplace Safety and Insurance Act (WSIA), Regulation 1101.

DEFINITIONS

First Aid

First aid is emergency care given immediately to an injured person.. First aid includes but is not limited to:

- Cleaning minor cuts, scrapes, or scratches
- Treating a minor burn
- Applying bandages and/or dressings
- Applying a cold compress, cold pack, or ice bag
- Applying a splint

FIRST AID REQUIREMENTS

1. In workplaces where there are no more than five workers in any one shift at a location, Click here to enter text. shall provide and maintain a first aid station with a first aid box containing at a minimum:
 - a current edition of a standard St. John Ambulance First Aid Manual;
 - 1 card of safety pins; and
 - dressings consisting of,
 - 12 adhesive dressings individually wrapped,
 - 4 sterile gauze pads, 3 inches square,
 - 2 rolls of gauze bandage, 2 inches wide,
 - 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
 - 1 triangular bandage.

[Click here to enter text.](#) shall ensure that the first aid station is at all times in the charge of a worker who:

- Holds a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
 - Works in the immediate vicinity of the box.
2. In workplaces where there are more than five workers and not more than fifteen workers in any one shift at a location [Click here to enter text.](#) shall provide and maintain a first aid station with a first aid box containing at a minimum:
- A current edition of a standard St. John Ambulance First Aid Manual;
 - 1 card of safety pins; and
 - dressings consisting of,
 - 24 adhesive dressings individually wrapped,
 - 12 sterile gauze pads, 3 inches square,
 - 4 rolls of 2-inch gauze bandage,
 - 4 rolls of 4-inch gauze bandage,
 - 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - 6 triangular bandages,
 - 2 rolls of splint padding, and
 - 1 roll-up splint.

[Click here to enter text.](#) shall ensure that the first aid station is at all times in the charge of a worker who:

- Holds a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
 - Works in the immediate vicinity of the box.
3. In workplaces where there are more than fifteen and fewer than 200 workers in any one shift at a location, [Click here to enter text.](#) shall provide and maintain one stretcher, two blankets, and a first aid station with a first aid box containing as a minimum,
- A current edition of a standard St. John Ambulance First Aid Manual;
 - 24 safety pins;
 - 1 basin, preferably stainless steel; and
 - dressings consisting of,
 - 48 adhesive dressings, individually wrapped,
 - 2 rolls of adhesive tape, 1 inch wide,
 - 12 rolls of 1-inch gauze bandage,
 - 48 sterile gauze pads, 3 inches square,
 - 8 rolls of 2-inch gauze bandage,
 - 8 rolls of 4-inch gauze bandage
 - 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - 12 triangular bandages,

- splints of assorted sizes, and
- 2 rolls of splint padding.

Click here to enter text. shall ensure that the first aid station is at all times in the charge of a worker who:

- Holds a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
- Works in the immediate vicinity of the box.

ROLES & RESPONSIBILITIES

Employer

1. Will maintain a first aid station and the first aid notice board. The contents of the first aid box will be based on the number of employees in any one shift.
2. Will be responsible for the required first aid station supplies and first aid notice board posting items.
3. Shall ensure detailed records of all accidents and first aid treatment provided, including the date and time of its occurrence; the names of witnesses; the nature and exact location of the injuries to the worker; and the date, time, and nature of each first aid treatment given.
See Appendix B First Aid Log
4. Shall ensure inspection of the first aid box at least quarterly (once every 3 months) and that contents are maintained in good condition at all times

Manager/ Supervisor

Shall ensure:

1. First aid box has all the necessary items as per the legislative requirement and a log book
2. First aid station is located within quick and easy access for prompt treatment of any worker at all times when work is in progress. Where the first aid station is not easily accessible in order to provide prompt treatment of any worker, additional first aid station(s) shall be provided.
 - If the work place is laid out on more than one floor or level, have at least one first aid station on each floor or level.
 - If there are a number of particularly hazardous processes in the workplace, have a first aid station close to each process.
3. First aid notice board is displaying the following items:
 - WSIB Form 82 (“In All Cases of Injury/Disease”);
 - The valid first aid certificates of the trained workers on duty; and
 - An inspection card with spaces for recording inspection dates and the signature of the person doing the inspection.

4. Qualified first aid attendant on every shift.
5. First aid station at all times is in the charge of a qualified first aid attendant who works in the immediate area unless otherwise specified.
6. Prompt first aid treatment is provided to an employee who is injured in the workplace.
7. Maintain a record of the first aid treatment or advice given to the worker in the first-aid station logbook. **See Appendix B First Aid Log**

Worker

1. Obtain first aid without delay and enter into the logbook
2. Notify immediate manager/supervisor or designate of any injury requiring first aid.

Joint Health & Safety Committee/Health & Safety Representative

1. Will be responsible for inspecting the first aid box to ensure all required items are present. This is done during the monthly workplace inspection.
2. Will use the **Appendix A First Aid Kit Inspection Form**, sign and date the first aid inspection card for each first aid box notify the manager/supervisor or designate of any missing items.

CONSTRUCTION

Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by this Regulation in respect of the workers in the same manner as if the general contractor were the employer of the workers.

TRAINING

First Aid Responders will be trained in a valid St. John Ambulance Standard First Aid Certificate or its equivalent.

Every new employee, volunteer, student, and supplied labour will be required to attend a health and safety orientation and receive training on the first aid policy.

RECORD KEEPING

A copy of the current First Aid/CPR certificate will be kept in the employee's file.

EVALUATION

Click here to enter text. shall review annually the First Aid Policy in consultation with the Joint Health & Safety Committee and Health & Safety Representative.

Signature: _____

Print Name: _____

Date: _____