

Section 9 - First Aid

PURPOSE Through prompt treatment by First-Aid Trained personnel, pain and suffering endured by injured workers may be minimized and where required, injured workers will be provided appropriate and timely care.

SCOPE Provisions for first-aid are a legislative requirement under Regulation 1101 and the Workplace Safety Insurance Act (WSIA).

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure that competent first aid responders are readily available during working hours for the number of workers within the workplace.
- Coordinate with Supervisors that adequate first aid stations and supplies are available in the workplace.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure adequate and appropriate first aid station in the workplace are available.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Maintain a first aid station in the workplace.
- Ensure records of the first aid treatment/advice given to the worker are recorded.
- Ensure that competent first aid responders are readily available during working hours for the number of workers within the workplace.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.

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Workers Responsibilities:

- Seek first aid right away from a trained first aid responder if needed.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

Annually, the health and safety legislative requirements for First-Aid – WSIB Regulation 1101 – will be reviewed and it will be determined if compliance is met within the company.

When required, arrangements will be made to ensure that an adequate amount of staff have current Standard First-Aid Training with records available and posted within the workplace.

The requirements for first-aid kits will be determined for the office, and site personnel. All first aid Kits will be equipped with a First Aid Kit Inspection Checklist **(9-2 - Form)**, a First-Aid Manual and a First-Aid Log **(9-1 - Form)**.

Our workers and/ or Subcontractor’s workers will be instructed to report all injuries to the Supervisor and seek the assistance of a First-Aid Trained person when they require the use of the First Aid Kit. The First-Aider will document the treatment and supplies used on the First-Aid Log **(9-1 - Form)**.

First Aid Kit Inspection Checklist **(9-2 - Form)** will be completed by the **Health and Safety Team** on a minimum Quarterly basis and records maintained within each First Aid Kit. Any identified used or missing supplies will be noted on the Log and replaced/replenished as required.

DISTRIBUTION

The following First-Aid documents will be posted near and/or in the First Aid Kits or Health and Safety Boards within the workplace as required;

- Certificates of First-Aid Trained Personnel
- Regulation 1101,
- Form 82,
- First Aid Kit Inspection Checklist,
- First Aid Log
- Emergency Phone Numbers & directions to the nearest clinic and hospital

RECORDS

Regulation 1101 of the WSIA requires a Log of First Aid Injuries be maintained each time an injured worker receives First-Aid. First-Aid kits will be equipped with Injury Log sheets and First-Aiders will be required to complete the log entries each time they administer First-Aid.