

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 adequate and appropriate first aid stations in the workplace are available.
- Ensure that trained first aid responders are readily available during working hours for the number of workers within the workplace.
- Comply with all the requirements as defined under the WSIA Regulation 1101, 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:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Coordinate with Foreman that adequate first aid stations and supplies are available in the workplace.
- Ensure that competent first aid responders are readily available during working hours for the number of workers within the workplace.
- Ensure there is an effective means of communication between first aid attendants, the workers and a means to summon outside assistance.
- Ensure first aid kits are supplied to each site and inspected for appropriate contents as required.
- Assist in the follow-up on the correction of each unsafe condition.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.

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- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Maintain a first aid station in the workplace.
- Ensure records of the first aid treatment/advice given to the worker are recorded on the First Aid Log.
- Apply First Aid if trained to do so.
- 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.

Workers Responsibilities:

- Seek first aid right away from a trained first aid responder if needed.
- Ensure accurate record of first aid treatment is recorded on the First Aid Log.
- 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 Foreman any injuries or 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 – WSIA Regulation 1101 – will be reviewed and it will be determined if compliance is met within the company. The company will ensure a first aid trained employee is available on all shifts, and ensure that first aid certified employees maintain a current first aid certificate. The certificates of the first aid trained employees will be posted at Health and Safety board. First Aid providers shall renew their certifications prior to expiry, the Health and Safety Coordinator will maintaining and re-certifying the first aid personnel following the Training Matrix. 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**).

Each First Aid Kit Inspection shall be inspected by the **Superintendent** and/or **Foreman** using Checklist (**9-2 - Form**) on a Quarterly basis.

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All workplace parties will be instructed to report injuries immediately and seek the assistance of a First-Aid Trained person when they are injured in the workplace. The First-Aiders will document the treatment provided on the First-Aid Log **(9-1 - Form)**.

DISTRIBUTION

The following First-Aid documents will be available 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.

All first aid treatment logbooks will contain the following information:

- Date of the injury
- Time of injury
- Names and work locations of witnesses
- Exact location of the treatment given



9-1 Form - First Aid Treatment Log

Name	Date	Time	Accident Description	Witness	Description of Injury (Nature + Body Part)	Supplies Used	Time of First Aid
John Doe	July 11, 2016	3:20 am <u>pm</u>	Cut finger on sharp edge of a wooden form.	Jane Doe	Cut on Left Index Finger	1 Roller Bandage	3:22 am <u>pm</u>
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Items	16-200 Workers
* Inspection Card for First Aid Kit	✓
** Manual	✓
*** First Aid Log Book	✓
Safety Pins	24
Basin	1
Individually Wrapped Adhesive Dressings	48
Adhesive Tape, 1 Inch wide	2 Rolls
1-Inch Gauze Bandage	12 Rolls
Sterile Gauze Pads, 3 Inches Square	48
Gauze Bandage, 2 Inches Wide	8 Rolls
Gauze Bandage, 4 Inches	8 Rolls
Sterile surgical pads, individually wrapped	6
Triangular Bandage	12
Splint Padding	2 Rolls
Splint(s)	Assorted Sizes
Stretcher	1
Blanket	2
Non-Latex Gloves in varying sizes	✓
CPR Mask (barrier device)	✓

Note: Medications and ointments should not be in first aid kits. Equipment outside of the scope of first aiders should not be in first aid kits.



- * Inspection Card (date and signature for quarterly inspections)
- ** Current edition of standard St. John Ambulance First Aid Manual
- *** First Aid Log Book: In the case of an accident, record (at minimum):
 - Circumstances of the accident described by the injured worker
 - Date and time of the accident
 - Names of witnesses
 - Nature and exact location of the injuries to the worker
 - Date, time and nature of each first aid treatment given

Date:

Initial:

Notes:

**(Inspect the First Aid Kit every 3 Months. Date and sign the form.
If the seal is broken, the First Aid Kit needs to be restocked.)**