

This sample procedure should be customized to fit the needs of your company. Refer to *Regulation 1101 First Aid Requirements*, and determine what you need for your first aid station(s)/room(s), and training requirements. Once you have done that, simply add or delete from this procedure to integrate it into your internal processes.

This procedure is not meant to be used as-is.

FIRST AID

Date of Issue: 6 th October 2022	Review Date: choose date for review
Written by: Gary Pattenden	Date: 6 th October 2022
Reviewed by: Anderson Munhoz	Date: insert date written
Approved by: Marcia Munhoz	Date: insert date written

PURPOSE

Employers covered by the *Workplace Safety & Insurance Act* are required to have first aid equipment, facilities, and trained personnel in all workplaces. This procedure will provide staff with information regarding first aid requirements, the process for obtaining first aid, and the reporting requirements required when first aid is administered.

New Life Church Bishop’s Stortford will ensure that all requirements, as outlined in *Regulation 1101 First Aid Requirements*, are met in order to ensure the health, safety and well-being everyone on site.

SCOPE

This standard applies to all employees, contractors, and visitors.

RELATED DOCUMENTATION

Internal

- First Aid Kit/Station Inventory Checklist
- First Aid Log
- Injury Reporting Procedure

External

- WSIB Regulation 1101 First Aid Requirements
- Workplace Safety and Insurance Act

DEFINITIONS	
First Aid	Emergency treatment of illness or injury given before professional treatment or care is obtained
First Aid Responder	Staff who have been trained and certified in first aid from a WSIB recognized training provider every 3 years
JHSC	Joint Health & Safety Committee
Workplace	Any place in, on, or near where a worker works. It could be a building, an open field, a road, forest, vehicle etc.
WSIA	Workplace Safety and Insurance Act
WSIB	Workplace Safety and Insurance Board

ROLES & RESPONSIBILITIES
<p>Senior Management is responsible for:</p> <ul style="list-style-type: none"> • Ensuring the requirements – in accordance with <i>Regulation 1101 First Aid Requirements</i> - of this procedure are established, implemented, monitored and maintained • Ensuring resources are provided to furnish and maintain first aid station(s) and/or room(s) • Designating staff to maintain the first aid station/room quarterly, as a minimum <p>Manager/Supervisor is responsible for:</p> <ul style="list-style-type: none"> • Ensuring appropriate first aid treatment is provided, and the necessary incident reports are completed (as per the Incident Procedure) • Participating in investigations and corrective actions, where necessary • Work with the First Aid Responder to arrange for transportation to a medical treatment facility via ambulance (emergency) or taxi (non-emergency), if required • Meet the injured worker at the hospital if travelling via ambulance; stay to meet with the emergency contact upon their arrival <p>First Aid Responders are responsible for:</p> <ul style="list-style-type: none"> • Ensuring appropriate first aid treatment is provided promptly • Upon assessment, triage the employee to the right service should further assistance be required • Work with the Manager to arrange for transportation to a medical treatment facility via ambulance (emergency) or taxi (non-emergency), if required

- Travel with the injured worker to the medical facility, if travelling via taxi
- Ensuring the First Aid Log is completed

Health and Safety Designate(s) is/are responsible for:

- Identifying first aid equipment and training requirements for the facility as defined by *Regulation 1101 First Aid Requirements*, and following up on corrective actions identified in any associated reports
- Ensuring required documentation (e.g., certificates, posters, etc.) is created and posted, and employees are made aware of the requirements of this standard
- Retaining First Aid Logs and Inventory Checklists for a minimum of two years
- Ensuring First Aid training from a WSIB approved organization is provided for all first aid responders, and records of training are retained
- Inspecting the first aid kits on a quarterly basis
- Participate in investigations, as per the Incident Investigation Procedure
- Review this procedure, and all associated forms, annually, at minimum

Human Resources is responsible for:

- Contacting an injured employee’s emergency contact, if further medical assistance is required

JHSC/Health and Safety Worker Representative are/is responsible for:

- Assisting with the evaluation of the program by reviewing the policy/program annually, at a minimum, and providing input on new first aid equipment
- Inspecting all first aid stations/rooms to ensure they are safe to use, and verifying that all kits have been inspected at least quarterly
- Submitting the inspection records and deficiencies found to the Health and Safety Designate(s)

Employees are responsible for:

- Obtaining any first aid treatment necessary
- Reporting all injuries and illnesses to their supervisor/manager

PROCEDURE

First Aid Station(s)/Room(s) and Supplies

- First aid station(s)/room(s) must contain the following:

- A first aid kit and supplies appropriate for the number of employees; this will be based off Regulation 1101 First Aid Requirements
- Valid certificates of all first aid responders, as well as their work location, displayed in an easily noticeable area
- The WISB Form 82 Poster
- The inspection checklist for items within the first aid kit
- First Aid Log for staff to complete once first aid is received
- First aid kits must not contain any type of medication (e.g., Tylenol, Polysporin)
- Location of first-aid kits and equipment must be identified with clear and easily identifiable signage
- There will be at least one first aid responder per shift, working in close proximity at all times, to the first aid station(s)/room(s)
- First aid stations must be inspected, at minimum, quarterly, to ensure adequate supplies are available; first aid supplies must be in good condition and replenished as required
- Field staff will be provided first aid kits for their vehicle, and will receive appropriate first aid training
- Field employees will inspect their first aid kits quarterly, as a minimum and submit inspection logs to their supervisor/manager, for retention

First Aid Responders

- Staff can volunteer to become a First Aid Responder; there will be a minimum of [# of employees needed] employees who will be designated Responders; this number allows for the first aid station(s)/room(s) to be within vicinity of a Responder at all times
- All staff identified as First Aid Responders will be given Standard First Aid training, and records of training will be retained and replaced as re-certification of Responders occurs
- Responders will be notified when re-certification is required, along with information of where and when training will take place
- Staff will be notified of any changes to First Aid Responders, locations of station(s)/room(s), or anything else deemed necessary; also, all Responders and station(s)/room(s) locations will be identified during new hire orientation,

Providing First Aid Treatment

- Only authorized and trained First Aid Responders shall provide first aid treatment

- Responders are to follow universal precautions and ensure the scene is safe for themselves and others prior to administering first aid.
- If a Responder identifies that further medical attention is required, they will work with a Manager to arrange transportation (whether this is calling 9-1-1 or arranging for a taxi)
 - If transportation is by taxi, the Responder must attend with the worker to ensure that assistance can be provided while travelling to the medical facility
 - If by ambulance, the Manager will arrive at the hospital to stay with the injured worker until their emergency contact arrives
- If an ambulance is called, the Responder has control of the scene until Emergency Services arrives; all staff are to follow the instructions of the Responder during this time
- In the event further medical assistance is required, Human Resources will notify the employee’s emergency contact
- If the injured employee declines the offer of transportation for a minor injury, make a note on the first aid log and have the employee sign off that they refused transportation.
- Upon completion of administering first aid, Responders will:
 - Document incidents as required (i.e., First Aid Log or Incident Report)
 - Dispose of contaminated waste and first aid supplies in the designated waste receptacle
 - Disinfect surfaces at the first aid station(s)/room(s) and any other contaminated surface (i.e. floors, machinery, parts, etc.); dispose of cleaning supplies in designated waste receptacle
 - Notify the Health & Safety Designate(s) that first aid supplies need to be replenished

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED