

POLICY	
Policy Number: HS2020-035	Date Approved: April 2010
Department: Health and Safety	Date Reviewed: October 2020
First Aid	

1. **Policy Statement**

The Town of Kirkland Lake (the Corporation) is committed to the health and safety of all employees. The Corporation shall ensure prompt and reasonable medical treatment to help reduce the severity of injuries and illness.

2. **Purpose**

First aid is the immediate care given to a person who is injured or becomes ill. Emergencies requiring first aid can happen at any time and can vary from minor injuries such as cleansing a cut and applying a bandage, to more serious injuries such as an individual suffering a heart attack. The implementation of the measures outlined in this policy will ensure these situations can be dealt with quickly and effectively. Workplaces are required to meet or exceed the minimum standards set out by Regulation 1101-First Aid Requirements.

3. **Scope**

This policy must be adhered to by all employees of The Town of Kirkland Lake.

4. **Definitions**

Not Applicable

5. **Policy & Procedures**

Roles and Responsibilities:

Managers/Supervisors

- Determine the requirements for first aid training and ensure that sufficient numbers of employees are currently trained to comply with Regulation 1101;
- Ensure a first aid kit is provided in the workplace and maintained as required;

- Ensure there is a qualified first aid attendant(s) in the workplace as required;
- Report/Investigate all injuries as mandated.

Joint Health and Safety Committee / JHSC

- Ensure a minimum number of employees are first aid/CPR trained as per requirement;
- Ensure that employees who are first aid/CPR trained maintain a current certificate;
- Inspect, maintain and replenish first aid kits as per policy requirements.

First Aid Attendant

- Promptly and safely provide first aid when required and requested;
- Ensure all injuries and first aid treatment provided is reported to management;
- Record first aid treatment provided in first aid record book;
- Record all first aid supplies use on first aid supplies inventory list (in first aid kit).

Injured Employees

- Promptly obtain first aid treatment and /or medical attention;
- Report injury to management.

First Aid Stations and Kits

Availability of First Aid Stations/Kits

The Corporation shall ensure first aid stations/kits are located within quick and easy access for all employees in all workplace areas throughout the municipality and company vehicles. Kits will be readily accessible and will not be in a locked environment or locked container.

Required Components in First Aid Stations and Kits

Each first aid station/kit must be adequately stocked with supplies pursuant to First Aid Regulations including a current First Aid manual.

Stretcher and Blanket Compliance

It is legislatively mandated that employing more than fifteen and less than 200 employees in any one shift at a place of employment; provide and maintain at least one stretcher and two blankets.

Number of Trained Qualified First Aiders

The Corporation shall ensure there will be a qualified First Aid attendant(s) on every shift. First Aid training shall be received from an approved provider and training must be current. First Aid attendants must work in the immediate vicinity or within proximity of the First Aid Station.

First Aid Treatment/Advice Recorded

The Corporation shall ensure the first aid attendant(s) records all circumstances surrounding the incident as described by the injured employee. Each station will maintain a separate log book. The treatment record must include the following:

- Date of the injury;
- Time of the injury;
- Names of witnesses;
- Nature and exact location of the treatment given.

Posted First Aid Materials

The Corporation shall ensure the following material is available at all First Aid Stations(s)/Kits and posted on the health and safety bulletin board:

- WSIB First Aid Regulation 1101;
- Form 82-In Case of Injury at Work poster
- At or on or near the First Aid kits or station(s);
 - In a high traffic area (employee entrance, near time clock, bulletin board);
 - In company vehicles or vehicle First Aid kit;
 - Posted in languages used in the workplace.
- Valid First Aid Certificate Posted;
- Location of First Aid Stations/Kits.

First Aid Requirements- Supplement to Policy

Regulation	Employees per Shift	Required Training	Required Equipment
Reg. 8	1-5 people in any one shift.	At all times, the First Aid Station must have 1 person trained in Emergency First Aid & CPR.	Reg. 8 First Aid Kit
Reg. 9	6-15 people in any one shift.	At all times, the First Aid Station must have 1 person trained in Standard First Aid & CPR.	Reg. 9 First Aid Kit
Reg. 10	16-199 people in any one shift.	At all times, the First Aid Station must have 1 person trained in Standard First Aid & CPR.	Reg. 10 First Aid Kit and a First Aid Station containing 2 blankets and 1 stretcher
Reg. 11	200 or more people	At all times, the First Aid Room must have 1 person trained in Standard First Aid & CPR	First Aid Room

First Aid Kit Inspection Record

The Corporation shall ensure that supplies are always available for the treatment of injuries or illness.

All First Aid Kits will be inspected monthly by the Joint Health Safety Committee (JHSC) or Safety Rep. The inspection will be recorded on the First Aid Kit checklist, which will include the kit requirements, the date of inspection, and the name/initials of the inspector.

If kits are lacking items, this information shall be documented and reported. The Town of Kirkland Lake shall ensure the items are promptly replenished.

The first aid attendant shall report to the JHSC or designate when supplies are low;

Transportation

The First Aid attendant shall exercise reasonable judgement. If ambulance service is not warranted; the First Aid attendant shall use an approved taxi service to transport the injured employee to seek medical attention.

The First Aid attendant in charge shall accompany the injured employee to seek medical attention or accompany the injured employee to their home.

The First Aid attendant in charge will contact management or designate on duty and will ask for assistance in addressing the injured employee's refusal of transportation. Direction will be given on how to ensure the injured employee is safely transported to his/her chosen destination.

6. Summary

Legislation

Ontario Occupational Health and Safety Act

Workplace Safety and Insurance Act