

4.12 First Aid Policy

Intent

The employer has adopted this policy to ensure the ongoing health and safety of our employees. The employer will ensure that appropriate first aid supplies are maintained and accessible, and that a trained and competent individual is always on-site to attend to any first aid needs of the company's employees.

Scope

This policy applies to all employees always, without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to this policy. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

This policy has been developed to incorporate the legislative requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand its operations into additional provinces.

Guidelines

The employer will adhere to the specific legislative requirements pertaining to first aid in the workplace for each province in which it operates. Management will ensure that appropriate numbers of staff receive and maintain first aid and CPR training as required and training will be provided by a provincially-approved first aid training company; the cost of training will be covered by the employer and the employee will be compensated for their time with their regular wage rate. Management will also:

- Ensure first aid kits are adequately stocked with appropriate supplies as required by provincial legislation and that they are within quick and easy access to employees.
- Conduct first aid kit inspections on a quarterly basis and maintain records of these inspections.
- Ensure a copy of required first aid postings including the first aid certificates of trained employees, are displayed in high-visibility locations.
- Ensure emergency procedures and emergency phone numbers are posted at each first aid station.
- Report injuries that occur promptly, and accurately complete the required documentation.
- Ensure the timely investigation of all accidents that result in injury.
- Maintain an electronic database identifying the location of all first aid kits, the names of designated first aiders in each department/on each shift and the expiration date of any training or certification held.

All first aid records will be kept for a minimum of three years, will be held in strict confidence, and will be made readily available for inspection as required by law.

First Aid Procedures

1. In the event of an injury, first aid is to be administered immediately followed by proper medical treatment if necessary.

2. The first person on the scene of an injury should immediately contact the appropriate authorities and/or the closest qualified First Aid responder utilizing the appropriate emergency communication system such as the closest hotel phone, two-way radio or cell phone.
3. If the first person on the scene has appropriate First Aid/CPR training, they are directed to provide first aid/CPR in accordance with their level of training, using the first aid materials available.
4. As necessary, the first aider, or another nearby person will call 911.
5. The first aider will complete an injury treatment record for the incident.
6. A member of the Joint Health and Safety Committee will notify the injured person's emergency contact after the status of the injured persons' condition is known.
7. A member of the Joint Health and Safety Committee will document the incident and ensure a copy of the report is put in the employee's personnel file.

First aid kits will be clearly identifiable and will be kept clean, dry, ready for use and readily available at all times. When determining the type of kit(s) to be supplied in the workplace, the employer will adhere to the first aid kit schedule for the province of operation.

British Columbia:

WorkSafeBC's Occupational Health and Safety Guidelines Part 3: Occupational First Aid
<http://www2.worksafebc.com/Publications/OHSRegulation/Part3.asp#SectionNumber:3.14>

Alberta:

Occupational Health and Safety Code First Aid Schedule 2:
http://employment.alberta.ca/documents/whs/whs-leg_ohsc_2009.pdf

Ontario:

WSIB/CSPAAT Ontario Regulation 1101 First Aid Requirements.
<http://www.wsib.on.ca/files/Content/DownloadableFileFirstAidRequirementsreg1101/FAEng.pdf>