

First Aid Requirements Policy



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Subsection	Repeals By-Law Number		Policy Number	
First Aid Requirements	27-2012		HS-42	

Purpose

Prompt and effective action can reduce the severity of an injury and can prevent minor injuries from becoming major injuries. Additionally it has been shown that workers who are trained in First Aid are less likely to get injured than workers who are not trained; if they do suffer an injury the injury is usually less severe; and the recovery from that injury is usually quicker. For these reasons the City of Kenora has adopted a First Aid Program that allows access to training for all workers who wish to be trained.

Responsibility

The Health and Safety Program Coordinator is responsible for administering the First Aid Training Program.

The employer is responsible for providing the required first aid supplies and materials. Division Leads are responsible for ensuring that they have adequate numbers of first aid kits in their departments, that the kits are adequately stocked with the required supplies, and that the kits are inspected on a regular basis.

Workers are responsible for reporting first aid injuries to their supervisors and the supervisors are responsible for recording the reported injuries.

Procedure

First aid kits will be available in all City of Kenora workplaces, including vehicles.

The first aid kits will be supplied with the required components based on the number of workers the kit is intended to supply. First Aid training will be made available to all workers who wish to take it with the objective of having at least one person trained per shift. All workers who receive training will be expected to use their training in the event of an injury in the workplace. If there are no volunteers from a department it will be the Division Lead's responsibility to assign individuals to attend the training to ensure that there is at least one person trained per shift.

First aid kits will be made available and readily accessible to all trained workers in a workplace.

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All injuries requiring first aid will be recorded and the record will include the date of injury, the time of the injury, the name of the injured worker, the names of any witnesses, the nature of the injury, and the first aid that was given. This information will be recorded in a First Aid Log contained in each First Aid Kit.

The First Aid Certificates of all trained workers will be posted on the Health and Safety bulletin board in each department. In lieu of certificates a list of trained individuals as verified by the City's First Aid Instructor will be posted on the boards.

First Aid kits will be inspected on a monthly basis as part of the monthly workplace health and safety inspection. This inspection will be documented on the inspection report form.

First aid kits in vehicles will be inspected as part of the vehicle's pre-trip inspection. The operator of the vehicle will confirm this inspection by signing the vehicle inspection log book.

In workplaces where there are more than fifteen (15) and less than two hundred (200) workers a stretcher and two blankets will be maintained as part of the required first aid supplies for that workplace. The stretcher and blankets will be inspected and recorded as part of the monthly inspection.

If an injury requires more than first aid and it is necessary to transport the injured worker to medical attention the following principles will apply:

- for life threatening injuries the first aid provider will activate Emergency Medical Services;
- for non-life threatening injuries the supervisor will arrange for transport to medical help. This will be done using a City of Kenora vehicle when possible. If it is necessary to use a taxi service, another City of Kenora worker must accompany the injured worker;
 - Under no circumstances will the injured worker be allowed to drive themselves for medical help. A supervisor or coworker can take the injured worker in the injured worker's personal vehicle if it is more convenient for the injured worker;
 - The injured worker will not be left alone at the health care provider until it is determined by the health care provider that it is safe to do so.

Training

Workers participating in First Aid training courses will be made aware of the requirements of this policy.

Division Leads will be trained in the requirements of this policy.

Workplace inspectors will be trained in the requirements of this policy.

Vehicle operators will be trained in the requirements of this policy.

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All training will be documented.

References

Workplace Safety and Insurance Act – Regulation 1101