

GUIDELINE for Element 7.1 (excluding j) First Aid

You are required to have, for validation by the Workwell evaluator:

- Posted first aid certificates,
- At a minimum 1 first aider per shift must be available and a first aid trained designated backup,
- First aid equipment has to be available and accessible

As an employer you can order (no charge) copies of the First Aid Regulation 1101 and the “In case of Injury at work” poster from the WSIB. Call 1 800 663-6639. Both of these are available in several languages. The poster is available in 3 sizes.

First Aid Regulation 1101 Brochure



Form 82- In Case of Injury



Size of workplace – per shift training level requirement:

- | | |
|----------------------------------|---------------------|
| • less than 5 workers: | Emergency First Aid |
| • more than 5 but less than 15 | Standard |
| • more than 15 but less than 200 | Standard |
| • more than 200 | Standard |

Recognized Training Organizations are found in the Regulation 1101 or on the website www.wsib.on.ca

First Aid kit Requirements

- | | |
|----------------------------------|------------|
| • less than 5 workers: | Section 8 |
| • more than 5 but less than 15 | Section 9 |
| • more than 15 but less than 200 | Section 10 |
| • more than 200 | Section 11 |

First Aid station – less than 200	Section 9, 10
First Aid room – more 200	Section 11

Resources

Under the WSIA there are first aid requirements (Regulation 1101) for every workplace. The regulation requires that:

- There be at least one person trained, at the designated level, on every shift.

- That the 'designated' first aider be available to render assistance at all times during that shift.
- A copy of Form 82 - poster be posted in the workplace, where all workers can see it.
- Injuries must be reported to the WSIB using Form 7.

Availability of First Aid Kits	<ul style="list-style-type: none"> ▪ Located within quick and easy access for all employees.
Required Components in the First Aid Kits	<ul style="list-style-type: none"> ▪ Each first aid kit must be adequately stocked with supplies. (as per Regulation 1101)
Number of Trained / Qualified First Aiders	<ul style="list-style-type: none"> ▪ Must be a qualified first aider on every shift.
First Aid attendant works in the immediate vicinity of the first aid kit	<ul style="list-style-type: none"> ▪ Must work in close proximity to the first aid station / kit
First aid treatment/advice recorded	<ul style="list-style-type: none"> ▪ The first aid attendant records in a treatment/advice logbook all circumstances surrounding the incident as described by the injured employee. <p>Treatment record includes (see sample form):</p> <ul style="list-style-type: none"> ▪ Date of injury ▪ Time of injury ▪ Name(s) of witnesses ▪ Nature ▪ Exact location of treatment given <p>Each first aid station has its own treatment / record logbook.</p>
First Aid Certificates Posted	<ul style="list-style-type: none"> ▪ The first aid certificates of qualified first aid attendant(s) on duty is/are posted.
First Aid Kit Inspection Record	<ul style="list-style-type: none"> ▪ Establish an inspection schedule. ▪ Assign responsibility for inspections. ▪ A recording system should include: <ul style="list-style-type: none"> ▪ the date of the most recent inspection of the first aid box and ▪ signature of the inspector.
Stretcher and Blanket(s) Compliance	<ul style="list-style-type: none"> ▪ Every employer employing more than fifteen (15) and less than 200 workers in any one shift at a place of employment shall provide and maintain at least: <ul style="list-style-type: none"> ▪ One stretcher and ▪ Two blankets
First Aid Room Compliance	<ul style="list-style-type: none"> ▪ Every employer employing more than 200 workers in any one shift at a place of employment must supply and maintain a first aid room.

SAMPLE - First Aid Log Sheet

This form must be completed by the First Aider or designate and kept available.

Name of injured person	
Date of Injury (D / M / YR)	
Time of Injury	
Name of Witness(es)	
Nature / Location of Treatment	
Name of First Aider	

Name of injured person	
Date of Injury (D / M / YR)	
Time of Injury	
Name of Witness(es)	
Nature / Location of Treatment	
Name of First Aider	

Name of injured person	
Date of Injury (D / M / YR)	
Time of Injury	
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Nature / Location of Treatment	
Name of First Aider	

The Health and Safety Co-ordinator will collect the first aid logs each month.

SAMPLE using TEMPLATE 2

Title: 7.1(j) First Aid-Transportation	Date of Issue: July 2005
Approved by: John Idnc	Review / Revise Date: July 2006
Location: all facilities	

The company will provide transportation to the hospital, doctor's office or worker's home when necessary.

The preferred method of transportation if required, is an ambulance.

Should this method of transportation not be appropriate then the company will call for a taxi. The worker will be accompanied by first aid attendant or designate.

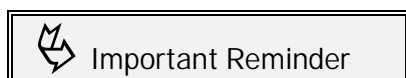
Should the employee refuse the transportation, the company will attempt to:

- 1) Identify any other transportation methods that the worker would prefer.
- 2) Reiterate the importance the accepting the transportation to the hospital, doctor's office or workers home.
- 3) Call 911 and get the ambulance attendant to administer medical attention on site.
- 4) The worker will not be allowed to continue work until medical clearance is provided.

Responsibilities of the individual travelling with the injured worker:

- 1) Continue to administer first aid, if required.
- 2) Ensure an injury package is taken, (containing the Functional Abilities Form, Material Safety Data Sheet (if necessary)) to the medical facility.
- 3) Maintain contact with the company providing updates when the worker has reached their destination.
- 4) Return to the company to provide additional follow-up and complete the injury / incident documentation.
- 5) Additional duties may be added based on each individual circumstance

Approval signature: <i>John Idnc</i>	
Distribution to: all facilities, Senior Management, JHSC	Document to be posted: No



Your company must designate who accompanies the injured worker.