

<b><i>The Town of Fort Frances</i></b>	<b>SECTION</b> Health and Safety
<b><u>First Aid</u></b>  <b><u>Policy</u></b>	<b>NEW:</b> August 2004  <b>REVIEWED:</b> 2015
Resolution No. 095	Supercedes Resolution No. 317 (consent) 08/09
Policy Number 5.7	<b>PAGE 1 of 3</b>

### 1. Purpose

- A. The Town of Fort Frances shall implement and maintain first aid stations at each work location in accordance with Regulation 1101 of the Workplace Safety and Insurance Act
- B. The Town of Fort Frances shall coordinate training of its employees in accordance with Regulation 1101 of the Workplace Safety and Insurance Act

### 2. Objectives

- C. To provide first aid stations at all work locations which will allow First Aid Attendants to administer first aid when a Town of Fort Frances employee is injured
- D. To ensure that certified First Aid Attendants are available to provide First Aid in the event of a workplace injury

### 3. First Aid Stations

- E. Each Division shall supply and maintain at each place of employment a first aid station in accordance with Regulation 1101 of the Workplace Safety and Insurance Act. Each first aid station shall contain the following:
  - i. First aid box containing the items required by the Legislation 1101 of the Workplace Safety and Insurance Act
  - ii. A notice board displaying:
    - (a) The WSIB poster known as Form 82 respecting the reporting of all accidents and receiving first aid treatment
    - (b) The valid certificates of qualified First Aid Attendants
    - (c) An inspection form for recording the quarterly (preferably monthly) inspection of the First Aid Box as outlined in Appendix 'A'

- F. For the purpose of this policy, a vehicle being used to transport workers, and heavy construction and maintenance equipment are considered places of employment
- G. The first aid stations shall be located so that they are easily assessable for prompt treatment of Town employees
- H. Each Division shall ensure that the contents of the first aid boxes are inspected at least quarterly (preferably monthly) and that the results of these inspections are recorded on the Inspection Form shown in Appendix 'A'
- I. The appropriate Inspection Form should be utilized for each first aid box depending on whether the work location has five or less employees, more than five but not more than fifteen employees, more than fifteen but less than two hundred or more employees in any one shift at the work location

#### **4. First Aid Attendants**

- J. Each Division shall ensure that the first aid station is at all times in the charge of an employee who is the holder of a valid First Aid Certificate and works in the vicinity of the station
- K. It is the responsibility of each Division to determine which employees shall be qualified
- L. The First Aid Attendant is responsible for providing First Aid treatment to Town employees

#### **5. Record of Accidents**

- M. The Supervisor shall complete a record of all circumstances concerning an incident, using Appendix 'A' of the Accident/Incident Reporting Policy. This includes:
  - i. Date and time of occurrence
  - ii. Names of witnesses
  - iii. Nature and detail of injuries
  - iv. Date and time of each First Aid Treatment
  - v. Nature of each First Aid Treatment
- N. A completed *Employee Incident Report* must be signed by the employee's supervisor and forwarded to the Human Resources Manager within 24 hours of any workplace incident

## **6. Post-Treatment Follow-Up**

- O. The supervisor shall perform any required follow-up or documentation following an incident in which First Aid was administered and shall promptly forward this information to the Human Resources Manager

## **7. First Aid Training**

- P. The Human Resources Manager shall coordinate training sessions for designated employees to become qualified in First Aid treatment and to maintain their qualifications
- Q. The Human Resources Manager shall maintain a current record of all Town of Fort Frances employees who are qualified First Aid Attendants in each respective division
- R. Division managers shall provide to Human Resources a current list of all certified First Aid Attendants, including their respective expiry dates and whether their most recent training was a First Aid certification (2-day course) or a First Aid recertification (1-day course)
- S. This list should be maintained annually and posted at each First Aid station by the respective departmental manager





