

Section: **D**

Subject: **First Aid Policy and Procedures**

Policy Number: **D-011**

Total Pages: **4 + 2 Forms**

Approval Date: **Oct. 17, 2012**

Revision Date(s): **May 17, 2017**

FIRST AID POLICY AND PROCEDURES

Community Living-Central Huron recognizes its obligation and responsibilities with regard to providing and maintaining first aid supplies/equipment, stations, records and training employees in all work locations and as such will meet the minimum required standards of the Workers Safety and Insurance Board (WSIB). Work locations include Agency and personal vehicles. The Agency will comply with Regulation 1101, under Section 3 of the Workplace Safety and Insurance Act. Employees/volunteers that are non-compliant with the First Aid Policy and Procedures are subject to discipline, up to and including dismissal from Community Living-Central Huron's employment and/or services.

First Aid:

For the purpose of this Policy, first aid includes, but is not limited to: cleaning minor cuts, scrapes/scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice, splint and changing a bandage or dressing as follow-up from seeking medical observation and/or treatment.

The Employer (Agency's) responsibilities with respect to first aid requirements includes the following:

- providing and maintaining the appropriate size of first aid kit for each work location, and that the kit contains all items for first aid and treatment (including personal protective equipment) as required by Regulation 1101. Employees will be provided with orientation as to the location of the first aid kit at each site; the kit will be kept in a location easily accessed by by all employees and/or volunteers. Employees who use their personal vehicles for work purposes will be provided with a first aid kit. Employees who have used first aid supplies from the Employer's first aid kit for personal use, are responsible for replenishing the supplies used, and at their own expense;
- posting at each work location the WSIB poster know as "Form 82" (In Case of Injury at Work) and furnishing and maintaining first aid kits;
- at each work location, posting/placing in the first aid kits, copies of valid first aid certificates for all employees that work at that location. Community Living-Central Huron requires that all employees maintain a relevant valid first aid certificate; and all new employees must obtain certification as soon as possible upon their employment, but in any event, within six months of their start date. A first aid responder must have a valid first aid certificate;
- the work location Supervisor will maintain a record of all accidents/treatment; First Aid Log Sheet, which documents: name of injured person; the date and time of occurrence; names of witnesses; the nature and location of personal injuries/treatment and name of first aid responder. The First Aid Log Sheet will be reviewed, at a minimum, monthly by the Supervisor;
- arrange for semi-annual training of the Location Health & Safety Representatives (LHSR);

- responding in writing to all recommendations from the Location Health & Safety Representatives (LHSR), within twenty-one (21) days of having received the written information;
- providing a Monthly First Aid Checklist, that is to be completed by the Location Health & Safety Representative (LHSR); the Monthly First Aid Checklist itemizes all the required first aid supplies for that specific work location;
- providing a Quarterly First Aid Checklist for Agency and employee vehicles; the LHSR to complete and document the inspections for Agency vehicles. Employees who use their personal vehicles for work purposes will complete the Quarterly First Aid Checklist and document the date of the inspection; they will also notify their Supervisor the inspection has been completed. The Supervisor will file the Quarterly records of the inspections.

Supervisor's Responsibilities:

The Supervisor will:

- ensure on a monthly/quarterly basis, the site specific Health & Safety Checklists, inclusive of vehicles, are completed, and all identified items replaced in the first aid kits;
- review the First Aid Log Sheet and follow-up with the employee, as soon as reasonably possible, after being notified by the employee that they have accessed the first aid kit;
- ensure valid First Aid Certificates for employees that work in that location are posted /kept in the First aid kit;
- provide orientation and training for new employees and/or volunteers, regarding the health and safety procedures at the locations they supervise, inclusive of the First aid kit; and
- arrange for renewal of Emergency First Aid Certification.

Employee Responsibilities:

Should a new employee not have a valid First Aid Certificate upon employment, they are responsible to obtain at their own expense, and on their own time, a First Aid Certificate within three (3) months of employment. Employees must ensure they maintain valid certification (ie. attend training) throughout their employment with the Agency. Employees/volunteers must also:

- know who the LHSR is for their work location;
- immediately seek first aid treatment;
- promptly inform their Supervisor of the injury and of the possible on-set of further injury/illness;
- complete the First Aid Log Sheet, document accurately, the date and time of the incident; location of injury; names of witnesses; nature and location of the injury on their person; and name of the First Aider;

- should they seek professional health care (Emergency, Family Doctor, Nurse Practitioner), take the WSIB Kit with them; complete an Employee Incident Report; (copies of Employee Incident Reports and procedures are kept at each work location);
- complete, if necessary, a Workplace Hazard and Suggestion Report, copies of this report and procedures are kept at each work location;
- participate in the Agency's Early and Safe Return to Work Policy and Procedures;
- complete a quarterly inspection of First aid kits, located in their personal vehicles; provide a copy to their Supervisor.

Location Health & Safety Representatives (LHSR):

At each work location a site-specific Location Health and Safety Representative has been appointed; their responsibilities include:

- completing monthly the Health and Safety First Aid Checklist for the location in which they work and providing a copy of such to their immediate Supervisor. During such inspections, the LHSR will inquire with employees and people supported about first aid, workplace hazards, etc. to ensure a safe and healthy environment;
- attend semi-annual training;
- review site-specific Workplace Hazard and Suggestion Reports and make recommendations to reduce recurrences;
- participate in an investigation when a person is critically injured or killed at the workplace;
- obtain information from the Employer regarding hazardous material, processes or equipment and any workplace testing for health and safety purposes;
- be present for any health and safety related testing in the workplace and for any work refusal investigations;
- provide advice and recommendations to the Employer on health and safety matters, inclusive of training for all employees;
- encourage co-workers to work safely and to report any hazardous or unsafe conditions immediately to their Supervisor;
- be available to speak with, or accompany the Ministry of Labour, should they conduct a site/inspection tour of the workplace;

Community Living-Central Huron is committed to providing ongoing information and awareness/education to all employees/volunteers with respect to First Aid. Supervisors will regularly audit employees and volunteer practices related to First Aid, as well as review the monthly/quarterly checklists. The LHSR will make recommendations to the Employer to improve the First Aid Policy and Procedures.

Related Policies:

- Philosophy Community Living-Central Huron (A-001)

- Guiding Principles (A-002)
- Confidentiality Policy (A-003)
- Privacy Policy (A-004)
- Interpretation (B-001)
- Volunteer Policy (B-007)
- Accessibility Policy (B-009)
- Duty of Care Policy (B-010)
- Code of Conduct (B-011)
- Individual Welfare/Rights Policy (C-001)
- Behavioural Support Policy (C-002)
- Abuse Policy (C-004)
- Use of Physical Restraints Policy (C-005)
- Serious Occurrence Policy (C-006)
- Communication Book (C-007)
- Individual Support Policy for Persons Receiving Service (C-009)
- Orientation for People Supported (C-011)
- Medical Care for Persons Supported Policy (C-012)
- Health and Safety Policy Statement (D-001)
- Medication Policy Statement (D-002)
- Emergency Policy (D-003)
- Smoking (D-004)
- Critical Injury (D-006)
- Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)
- Infection Control Policy and Procedures (D-013)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)
- Location Health and Safety Representatives Policy (D-016)
- Ladder Safety Policy and Procedures (D-017)
- Sharps Policy and Procedures (D-018)
- Manual Handling Policy (D-019)
- Slips, Trips and Falls Prevention Policy (D-020)
- Workplace Inspection Policy (D-021)
- Lifts, Transfers and Physical Assistance Policy (D-023)
- Incident/Accident Investigation Policy (D-024)
- General Policy NO. 2 (E-001)
- Employee and Volunteer Orientation Policy (E-005)
- Professional Development/Training Policy (E-006)
- Employee Performance Appraisal Policy (E-008)
- Vehicle Use (E-009)
- Employee Performance Standards (E-011)
- Disciplinary Policy (E-012)
- Sexual Harassment Policy (E-013)
- Medication Policy and Procedures Manual

FIRST AID KIT SUPPLIES

Year: 20

Location:

Supervisor/Coordinator:

Residential First Aid Kit Supplies	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Current edition Standard St. John Ambulance First Aid Manual												
1 card of safety pins (12)												
24 adhesive dressings, individually wrapped (band-aids)												
12 sterile gauze pads, 3" x 3"												
4 rolls of 2" gauze bandage												
4 rolls of 4" gauze bandage												
4 sterile surgical pads, suitable for pressure dressing, individually wrapped												
6 triangular bandages												
1 pair scissors												
2 rolls of adhesive tape												
Antiseptic Cream												
Rubber gloves - 2 pairs												
C.P.R. Respirator												
Staff Signature												

COMMUNITY LIVING-CENTRAL HURON

FIRST AID LOG SHEET

This form must be completed by the First Aider.

Name of Injured Person	
Date of injury (D/M/Y)	
Time of Injury	
Name of Witness(es)	
Location where injury occurred	
Description of injury	
Nature/Location of Treatment on their person	
Was medical attention sought?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>
Name of First Aider	_____ Please print _____ Signature
Date Log Sheet completed	

The Supervisor will review the First Aid Log Sheets monthly.