
FIRST AID REQUIREMENTS – HR-XI-3

POLICY:

It is the policy of OPTIONS NORTHWEST to provide and maintain a first aid station in all work locations and ensure that such station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in the First Aid Standards.

PURPOSE:

1. To ensure trained personnel are readily available to offer first aid services quickly and safely.
2. To ensure first aid supplies are readily available.
3. To ensure compliance with the Workplace Safety and Insurance Act, 1997, Regulation 1101.

PROCEDURE:

1. The Supervisor/Manager/Director of employees who are required to be in charge of a first aid station shall ensure that such employees are scheduled and registered to attend the appropriate required certification training prior to the expiration of their certificate. Registration shall be in accordance with Policy SD-I-8, Registration: Internal In-service Events.
2. The Supervisor/Manager/Director shall ensure that copies of current employee first aid certificates are visibly posted in the work area of the employee. The Coordinator, Health and Safety shall ensure certificates are posted at the Administrative Office.
3. An employee who is designated in charge of a first aid station, and who fails to maintain certification, will not be scheduled to work from the time of their certification expiry until they are able to produce an appropriate current First Aid certificate. Such employees will be placed on un-paid leave or may be approved to utilize any paid time earned.
4. Continued failure to produce an appropriate current First Aid certificate within a reasonable period of time will result in termination of employment.

GUIDELINES FOR FIRST AID BOXES:

1. The Coordinator, Health and Safety, shall provide a copy of Regulation 1101 for each first aid box and each Health and Safety Board. The first aid station shall be stocked by the Supervisor/Manager in accordance with the required items as per the applicable section of the Regulations. The Co-ordinator, Health and Safety, shall stock and check the Administrative office First Aid Box.
2. The Supervisor/Manager of each area or person(s) designated and the Health & Safety Coordinator for the Admin office will be responsible for checking first aid box contents on a quarterly basis to replace required items and ensure all first aid equipment is in good working order. An inspection card will be kept with the first aid box to be signed and dated at the time of inspection.
3. Equipment that may expire/deteriorate or that is potentially dangerous, or unnecessary should not be included in a first aid box, e.g. ointments such as Bactroban.
4. A First Aid Record Book will be available in each first aid box to allow for recording of any item that is taken out of the first aid box.

RECOMMENDED BY: Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: January 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

