



Town of Pelham
Solutions Manual:
Health and Safety Policy

Solution Title: First Aid Policy Statement		
Council Approved:		\$ ____ - ____

HOW MIGHT WE:

How Might the Town of Pelham provide direction and orientation to all Town of Pelham employees with regards to First Aid procedures and applicable Workplace Safety and Insurance Act Regulation 1101 and to ensure that any person injured or suffering an illness in the workplace will be provided the utmost care; prompt and proper first aid treatment will be administered by a competent certified first aid attendant. To ensure that they provide properly stocked first aid kits and a record of all first aid treatment provided or advice given is documented and analyzed to improve overall the safety environment.

KEY FACTS:

The Town of Pelham will comply with all First Aid Requirements as outlined in the Workplace Safety and Insurance Act Regulation 1101.

SOLUTION STATEMENT:

The Town of Pelham will ensure the following:

- (1) there are two blankets, and a first aid box containing:
 - (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) 24 safety pins;
 - (c) 1 basin, preferably stainless steel; and
 - (d) dressings consisting of,
 - (i) 48 adhesive dressings, individually wrapped,
 - (ii) 2 rolls of adhesive tape, 1 inch wide,
 - (iii) 12 rolls of 1-inch gauze bandage,
 - (iv) 48 sterile gauze pads, 3 inches square,
 - (v) 8 rolls of 2-inch gauze bandage,
 - (vi) 8 rolls of 4-inch gauze bandage,



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(vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,

(viii) 12 triangular bandages,

(ix) splints of assorted sizes, and

(x) 2 rolls of splint padding

(2) The first aid station is at all times in the charge of a worker who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and works in the immediate vicinity of the box. To ensure that there is a valid first aid responder working in the immediate vicinity of first aid in the MCC; the town of Pelham will ensure at a minimum there are two first aid kits one on each floor that meets the requirements for 15 to 200 employees per Regulation 1101.

(3) The Town of Pelham will ensure that each work vehicle contains a first aid kit.

Training:

The Town of Pelham will offer all employees the opportunity to receive first aid training twice a year.

The standard applies to all Joint Health and Safety committee representatives, managers, supervisors and employees for all locations within the Town of Pelham.

The Town of Pelham First Aid Directive will outline the first aid standard and procedures.

The First Aid Directive will outline the roles and responsibilities of each workplace party, training to be provided and continual evaluation and monitoring of the program.

All workplace parties shall follow and comply with the First Aid Directive located in the Health and Safety binder and at each workplace location.