



Policy Name: First Aid	Policy No: S101-13
Committee approval date:	May 6, 2019
Council approval date:	May 6, 2019
Revision date(s):	-
Department/Division:	Health and Safety

1. Purpose

To ensure the Town of Pelham meets the requirements for First Aid in accordance with the Workplace Safety and Insurance Act (WSIA), Regulation 1101.

2. Policy Statement

Any employee who sustains a workplace injury or becomes ill due to workplace conditions shall report the injury or illness to their supervisor and get immediate first aid, as per Regulation 1101.

3. Definitions:

First Aid: emergency care given immediately to an injured person. This includes, but is not limited to cleaning minor cuts, scrapes or scratches, treating minor burn(s), applying bandages or dressings, cold compress, cold pack, ice, splint and changing a bandage or dressing.

4. General Provisions

Employer Responsibilities:

The Town of Pelham shall meet all legislative requirements regarding First Aid, ensuring that:

- at least one person with appropriate first aid training is scheduled and present on every shift;
- a minimum of one first aider is available to render assistance at all times during a shift;
- a copy of the WSIB First Aid Poster (Form 82) is posted on the health and safety board at each work location;
- first aid kit inspections are conducted monthly and records of these inspections will be maintained with the use of the First Aid Checklist.



- recording, reporting and investigating is completed for all injuries that occur in the workplace.
- first aid certifications of staff who are certified, emergency procedures, and emergency phone numbers are posted on the health and safety board at each work location.

Manager/Supervisor Responsibilities:

- Ensure first aid is given immediately, in accordance with the regulations;
- Notify Human Resources of any injury, or the possible onset of a work-related disease/condition;
- Return the completed Accident, Injury or Near Miss form to Human Resources;
- Make record of the first aid treatment or advice given to the employee in the first aid station logbook;
- Provide the employee with immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.

Human Resources Responsibilities:

- Provide the injured employee with proper documentation should they need medical attention from a health care provider. Complete and submit the WSIB Form 7 if required;
- Review incidents and assist with the investigation and correction of hazards;
- Pay full wages and benefits for the day or shift on which the injury occurred;
- Coordinate the worker's early and safe return to work, if applicable.

Employee Responsibilities:

- Get first aid right away;
- Notify the immediate supervisor of any injury or the possible onset of a work-related disease/condition;
- Complete the Accident, Injury or Near Miss reporting form and submit to supervisor;
- Cooperate in health care treatment and the safe return to work, if applicable;
- Complete and return all WSIB and Town forms promptly, if applicable.

First Aid Kits

First aid kits will be located within quick and easy access for all employees, including in each work vehicle. Each first aid kit will be adequately stocked with the following:

- a current edition of a standard St. John Ambulance First Aid Manual;
- 24 safety pins;
- 1 basin, preferably stainless steel; and



- dressings consisting of:
 - 48 adhesive dressings, individually wrapped
 - 2 rolls of adhesive tape, 1-inch wide
 - 12 rolls of 1-inch gauze bandage
 - 48 sterile gauze pads, 3-inches square
 - 8 rolls of 2-inch gauze bandage
 - 8 rolls of 4-inch gauze bandage
 - 6 sterile surgical pads suitable for pressure dressings, individually wrapped
 - 12 triangular bandages
 - splints of assorted sizes, and
 - 2 rolls of splint padding

First aid kits will be in the charge of an employee who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent and who works in its immediate vicinity.

Training

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

5. Attachments

First Aid Procedure S101-13-01

First Aid Checklist