

## Section – H      First Aid

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<b>PURPOSE</b>	Provisions for first-aid are a legislative requirement of the Workplace Safety Insurance Act (WSIA). Through prompt treatment by First-Aid Trained personnel, pain and suffering endured by injured workers may be minimized and where required, injured workers will be sent for urgent medical care.
<b>PROCEDURE</b>	<p>Annually, the health and safety legislative requirements for First-Aid – WSIB Regulation 1101 – will be reviewed and it will be determined if compliance is met within the company. When required, arrangements will be made to ensure that an adequate amount of staff have current Standard First-Aid Training. The requirements for first-aid kits will be determined for the office, and site personnel.</p> <p>All first aid Kits will be equipped with a First Aid Kit Inspection Checklist (Appendix 7), a St. John Ambulance First-Aid Manual and a First-Aid Log (Appendix 6).</p> <p>Our workers and/ or trade contractor's workers will be instructed to report injuries to the Site Superintendent and seek the assistance of a First-Aid Trained person when they are injured in the workplace. The First-Aiders will document the treatment provided and along with the injured worker, notify the Project Manager and/ or Health and Safety Coordinator immediately.</p>
<b>DISTRIBUTION</b>	<p>The following First-Aid documents will be posted near and/or in the First Aid Kits as required;</p> <ul style="list-style-type: none"><li>• Certificates of First-Aid Trained Personnel</li><li>• Regulation 1101,</li><li>• Form 82,</li><li>• First Aid Kit Inspection Checklist,</li><li>• First Aid Log</li><li>• Emergency Phone Numbers &amp; directions to the nearest clinic and hospital</li></ul>
<b>RECORDS</b>	Regulation 1101 of the WSIA requires a Log of First Aid Injuries be maintained each time an injured worker receives First-Aid. First-Aid kits will be equipped with Injury Log sheets and First-Aiders will be required to complete the log entries each time they administer First-Aid.