## FIRST AID AND INJURY REPORTING REQUIREMENTS

<Organization Name> is committed to complying with the Nova Scotia Occupational Health and Safety First Aid Regulations, and in particular, Part 15-18 regarding the minimum level of first aid required by the organization based on the number of employees. This policy is intended to supplement the organization’s Health and Safety Program and Policies and shall be interpreted and applied in accordance with the requirements of the OHSA and the Regulation.

It is the policy of <Organization Name> that all workers and staff must *immediately report* any workplace accident, injury or near miss on a project site to a supervisor and to management, as well as to any joint health and safety committee (JOHSC) member or to any health and safety representative (HSR), as the case may be (if applicable).

Management is committed to assisting all personnel after an incident or an injury and to taking all steps necessary to minimize future occurrences of the incident.

Timely and appropriate reporting of incidents will ensure necessary medical attention is rendered, the investigation process will begin, and all necessary internal and external reporting will take place.

DEFINITIONS

| “Advanced First Aid Certificate” | A document issued by an approved organization certifying that a person has successfully completed a first aid course consisting of at least 35 hours of instruction. |
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| “Emergency First Aid Certificate” | A document issued by an approved organization certifying that a person has successfully completed a first aid course consisting of at least 6.5 hours of instruction. |
| “First Aid Attendant” | An employed person who is the folder in good standing of an emergency first aid certificate, a standard first aid certificate, or an advanced first aid certificate. |
| “Standard First Aid Certificate” | A certification of successful completion of a first aid course issued by an approved organization that consists of at least 13 hours of instruction. |

POLICY

**First Aid Stations and First Aid Kits**

First aid assessments will be conducted annually by a first aid attendant with the assistance of management. First aid coverage will be assigned based on the results of these assessments.

First Aid Kits

<Organization Name> shall, at the organization’s expense, provide and maintain at each worksite, the first aid supplies, services, and first aid attendants required by the Occupational Health and Safety First Aid Regulations for the current number of employees.

The organization’s first aid kit shall be maintained in good condition at all times and shall be large enough so that each item is in plain view and easily accessible. The expense of furnishing and maintaining first aid appliances and services shall be borne by the organization.

The organization shall also display throughout the worksite on signs that can easily be seen by all persons at the worksite the location of first aid kits, as well as the location and contact details of the first aid attendant.

First Aid Stations

The organization’s first aid station shall contain:

* A first aid kit containing the items required by Part 15-18 of the regulations according to the appropriate worker count, work risk level and distance to medical aid.

Also, first aid stations shall be located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress.

If a remote location plan is required as per the legislation, <Organization Name> will ensure that one is drafted and put into place.

First Aid Attendants

The organization shall at all times have a trained first aid attendant present during all work activities, as stated in Section 9(1) of the *Regulation*. All first aid attendants will be qualified in accordance with Section 5(1-3) of the *Regulation*.

The first aid attendant must be certified in accordance with the *Regulation* in order to perform all required duties in the workplace.

The first aid attendant does not have authority to overrule a worker’s decision to seek medical treatment or the worker’s choice of medical treatment.

<Organization Name> will ensure that the minimum number of first aiders, as set out in the tables outlined in Part 4.8 (2) of the [Workplace Health and Safety Regulations](https://www.novascotia.ca/Just/Regulations/regs/ohsworkplace.htm#TOC3_24) are present during working hours at a workplace. The employer is responsible for funding all training and resources required by the Regulations to ensure the first aider is trained and certified.

| First Aid Certifications in Nova Scotia: | |
| --- | --- |
| Emergency | Requires at least 6.5 hours of instruction from an approved organization. |
| Standard | Requires at least 13 hours of instruction from an approved organization. |
| Advanced | Requires at least 35 hours of instruction from an approved organization. |

**First Aid Responsibilities**

Management

* Ensure that the employer’s commitment to provide first aid equipment, services and supplies are met.
* Ensure written instructions are developed and implemented to address the first aid if the workplace is considered remote as per the Regulations.
* Direct workers to report all injuries or industrial diseases.
* Ensure that first aid attendants are provided sufficient time to complete first aid instruction to obtain an appropriate first aid certificate.

Supervisors

* Instruct all workers on procedures regarding who and how to call for first aid, transportation of injured workers and access/egress routes.
* Assign responsibility to monitor and ensure first aid attendants maintain current occupational first aid certification at the worksite.
* Assign responsibility to inspect and maintain first aid supplies in accordance with first aid requirements.

First Aid Attendants

* At all times maintain reasonable access to a first aid kit.
* If a first aid room is required by the Regulations, ensure reasonable access to the first aid room.
* Have general control and supervision of the first aid kit and, where required, first aid room.
* Be available at all times during their shift to treat an injured employee without undue delay.
* Use barrier equipment where necessary, to guard against exposure to an infectious condition.
* Keep their first aid certificate at the worksite and available for display at the request of an officer.
* Objectively and accurately record all information in a written first aid record when an injury occurs.
* Refer injured workers to medical attention when any injuries/illnesses are recognized as being serious or beyond the scope of the attendant’s training.
* Notify the worker’s supervisor when the injured worker is referred to medical aid and an accident investigation is required.
* Complete appropriate paperwork for all injuries or illnesses that are referred to medical attention.
* Conduct follow-up with the injured worker as necessary, thoroughly document the assessments, treatments and any resulting action.
* Clean and maintain the first aid room.
* Inspect supplies and equipment to ensure minimum requirements are maintained according to Parts 15-18 of the *Regulation*.

Workers

* Report all incidents to their immediate supervisor.
* Immediately report all injuries or industrial disease, regardless of the extent or injury, to a supervisor or first aid attendant.

First Aid Records

* The organization will maintain at the workplace a record of all injuries including all information as required by the *Regulation*.
* First aid records must be kept for at least 5 years.
* First aid records are to be kept confidential and may not be disclosed except as permitted by the OHSA, *Regulation* or otherwise permitted by law.
* Workers may request or authorize access to their first aid records for any treatment or report about themselves.

The Regulations require that first aid record contain the following information:

* The name of the injured person;
* The date and time of the injury;
* The location and nature of the injuries on the person’s body;
* The time first aid was administered;
* The name of the person who administered the first aid; and
* The name of the person to whom the injury was reported.

FIRST AID PROCEDURES

The organization will keep up-to-date written procedures for providing first aid at the worksite including:

* the equipment, supplies, facilities, first aid attendants and services available, including their locations;
* the location of, and how to call for, first aid attendants;
* who is to call for transportation for the injured worker, and the method of transportation and calling
  + In the case of a worksite, the employer is responsible for ensuring a safe and timely means of transportation to an emergency care facility.
  + In the case of a project, the constructor is responsible for ensuring a safe and timely means of transportation to an emergency care facility.

The organization must post the procedures conspicuously in suitable locations throughout the workplace or, if posting is not practicable, the organization must adopt other measures to ensure that the information is effectively communicated to workers.

Transportation

The first aid attendant and all other persons authorized to call for transportation for injured workers must be trained in the applicable procedures.

Part 4.15 of OHS regulations dictate that the employer is responsible for providing a safe and timely means of transporting an injured person from the workplace to a hospital or an emergency care facility.  If an injured person being transported to a hospital or an emergency care facility may require the assistance of another person, at least 1 person, in addition to the driver or operator of the vehicle, boat or aircraft must accompany the injured person.

**First Aid Inspections**

The first aid attendant shall ensure that all first aid kits and their contents are checked regularly to ensure that they are in good working order.

**Accident Reporting Procedures**

Fatalities and Serious Injuries

Fatalities and serious injuries (such as an injury that places a person’s life in jeopardy, involves a fracture to a limb, renders a worker unconscious, and other injuries of a similarly serious nature) must be reported to the Workers’ Compensation Board of Nova Scotia immediately. Fatalities must be reported immediately; serious injuries must be reported as soon as possible, but no later than 24 hours after taking place.

Non-Fatal Accidents and Injuries

Non-fatal accidents, injuries and near misses, including any incident as a result of which a worker requires medical attention or is disabled, such as an explosion or a fire, must be reported to the Workers’ Compensation Board of Nova Scotia as soon as possible, but no later than 24 hours after the incident occurred.

Occupational Illnesses

If a worker or former worker advises the organization, either directly or through another person (such as the worker’s representative or lawyer), that they have an occupational illness, or that a claim involving an occupational illness has been filed with The Workers’ Compensation Board of Nova Scotia by or on behalf of the worker, then it must be reported.

In the event of a workplace accident, injury or near miss, a worker must:

1. Seek out, or assist with seeking out, immediate medical assistance, such as by dialling “9-1-1”;
2. Immediately notify, or help notify, a supervisor, a member of management or a JOHSC member or HSR (if applicable);
3. Cooperate fully with and assist in securing the incident scene;
4. Cooperate fully and assist with any investigation into the incident;
5. Refrain from tampering with any evidence or other items at the incident scene, including any tools, equipment.

Supervisors

In the event of a workplace accident, injury or near miss, a supervisor shall:

1. Seek, or assist with seeking out, immediate medical assistance, such as by dialling “9-1-1”;
2. Immediately notify, or help notify, a member of management or a JOHSC member or HSR (if applicable);
3. Cooperate fully with and assist in securing the incident scene;
4. Cooperate fully and assist with any investigation into the incident;
5. Refrain from in any way tampering with any evidence or other items at the incident scene, including any tools or equipment.

Management

In the event of a workplace accident, injury or near miss, management shall:

1. In the case of a *fatality* or a *serious injury* to a worker:
2. Immediately notify emergency response personnel (i.e., police and paramedics) by calling 911 if they have not been notified already;
3. Immediately notify the JOHSC or HSR;
4. Assume control of and preserve the incident scene as soon as possible;
5. Carry out a detailed investigation as soon as possible;
6. Obtain the names of and obtain statements from any and all relevant witnesses by having them complete a statement;
7. Take photographs of the incident scene;
8. Collect all relevant records and other information, such as maintenance reports and equipment inspection records;
9. Work with other agencies (e.g. police, medical examiner service, Emergency health services etc.) to determine who should be involved in the investigation;
10. Attempt to identify the cause(s) of the incident;
11. Report the Incident to the Workers’ Compensation Board of Nova Scotia immediately; and
12. Prepare and implement a preventative action plan;
13. Present the findings of the investigation to the Nova Scotia Public Prosecution Service, who will provide advice as to whether charges will be pressed; and
14. Inform the injured worker or victim’s family of any information that can be shared with them.
15. In the case of a *non-fatal* accident or injury to a worker:
16. Immediately notify emergency response personnel (i.e., police and paramedics) by calling 911 if they have not been notified already;
17. Immediately notify the JOHSC or HSR (if applicable);
18. Assume control of and preserve the incident scene as soon as possible;
19. Carry out an investigation (if applicable);
20. Obtain the names of and obtain statements from any and all relevant witnesses by having them complete a statement;
21. Take photographs of the incident scene;
22. Collect all relevant records and other information, such as maintenance reports and equipment inspection records;
23. Attempt to identify the cause(s) of the incident;
24. If applicable, prepare a *written* investigation report;
25. Report the incident to the Workers’ Compensation Board of Nova Scotia;
26. Prepare and implement a preventative action plan; and
27. Inform the injured worker’s family of any information that can be shared with them.

3. In the case of a *non-fatal and non-serious accident* or *near miss* at a project site:

1. Assume control of and preserve the incident scene as soon as possible;
2. Carry out an investigation;
3. Obtain the names of and obtain statements from any and all relevant witnesses by having them complete a statement;
4. Take photographs of the incident scene;
5. Collect all relevant records and other information, such as maintenance reports and equipment inspection records;
6. Attempt to identify the cause(s) of the incident; and
7. Prepare and implement a preventative action plan.

JOHSC or HSR Investigation (If Applicable)

In the event of a workplace accident, injury or near miss on a project site, a JOHSC worker member or HSR, as the case may be, shall:

1. In the case of a serious *injury* to a worker or a *fatality*:

* Attend the incident scene and notify emergency response personnel (i.e., police and paramedics) if they have not been notified already;
* Conduct an investigation into the incident; and
* Prepare a written report of their investigation.

1. In the case of a *non-fatal* accident or injury to a worker:

* Obtain a report of the incident from management; and
* If necessary, investigate the incident and make recommendations to management.

1. In the case of an *occupational illness* that has been reported to management:

* Obtain particulars of the report from management; and
* If necessary, investigate the incident and make recommendations to management.

1. In the case of a *non-fatal and non-serious accident* or *near miss* at a project site:

* Obtain a report of the incident from management; and
* If necessary, investigate the incident and make recommendations to management.