## FIRST AID AND INJURY REPORTING POLICY

[Organization Name] is committed to complying with the Northwest Territories *Safety Act*, the *Occupational Health And Safety Regulations* (Specifically, Part 5-First Aid), and all other applicable safety legislation.

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 Northwest Territories *Occupational Health and Safety Regulations* (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 work site to a supervisor and to management.

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

| "First aid” | Means immediate assistance given in case of injury until medical aid has been obtained. |
| --- | --- |
| “First Aid Attendant” | Means a holder of a valid:* first aid qualification,
* licence or approval as an emergency medical technician, or
* licence, certificate or other qualification that, in the opinion of the Chief Safety Officer, is equivalent or superior to a qualification
 |
| "Advanced first aid qualification" | Means an individual who:* has met and has successfully achieved the competency requirements set out in the CSA First Aid Training Standard for an advanced workplace first aid training level.
 |
| "Competent person" | "Competent" means in respect of a function, task or duty, possessing the knowledge, experience and training to perform the function, task or duty. |

POLICY

**First Aid Assessment**

[Organization Name] will conduct a comprehensive first aid risk assessment for each work site to determine the necessary first aid attendants, supplies, equipment, and transportation arrangements required to ensure prompt and appropriate care for workers.

The assessment will be carried out by a competent person in consultation with the workplace representative.

The assessment should cover a range of factors including:

* the identification of potential hazards present at the work site,
* the severity and likelihood of injuries that could occur,
* barriers to providing first aid,
* the risk level of the work site, and
* the time required to transport an injured worker to the nearest medical facility.

Additionally, the evaluation should consider the adequacy of existing first aid provisions, including the type and number of first aid kits and attendants required and determine if additional resources are necessary to meet the needs of the workers effectively.

[Organization Name] will regularly review and revise the assessment based on worksite changes or risk levels to ensure continued safety.

**First Aid Kits**

[Organization Name] is responsible for providing, maintaining, and keeping readily accessible, at each work site, first aid kits which meet the standards set out in the CSA First Aid Kits Standard.

The kits must be appropriate for the site's risk level and the number of workers present, in accordance with the requirements set out by the Regulations. Workers must be trained and informed about the location of these kits and associated supplies. Kits must contain minimum required items as listed in the Regulations, which should be stored in containers that are secure, portable, and protected from dust and moisture. The containers must be clearly marked with "First Aid." Contents should be organized logically, and only first aid supplies should be stored in these containers.

Employers must conduct regular inspections of the kits to ensure their completeness and usability, including inspections within 90 days of providing the kit and at intervals not exceeding 90 days thereafter. After any first aid incident where the kit was used, an inspection should be conducted promptly to assess the kit's status.

**First Aid Attendants**[Organization Name] is responsible for providing the required number of first aid attendants, who hold either an intermediate or advanced first aid qualification in accordance with the Regulations, based on the risk level of the work site and the number of workers present at any given time. First aid attendants must be readily available during working hours to provide prompt and appropriate first aid. [Organization Name] will allow attendants and assisting workers sufficient time to administer first aid without any loss of pay or benefits.

Employees with "Level 1" or "Level 2" qualifications as defined by the Regulations are considered to hold valid intermediate or advanced first aid qualifications, respectively, until their existing qualifications expire or are terminated.

First aid certificates from approved agencies are valid only if they indicate the level of first aid qualification and an expiry date, with the expiry date not exceeding three years from the issue date.

**First Aid Station**

[Organization Name] is responsible for maintaining a readily accessible first aid station at each work site, complete with a suitable first aid kit for the number of workers on the site and the risk level, an appropriate first aid manual, and all necessary supplies and equipment. The location of this station must be clearly identified, and it should display an emergency procedure outlining an emergency telephone number list and other instructions for reaching the nearest fire and police service, an ambulance service, or other transportation, the nearest appropriate medical facility or hospital, and any other nearest appropriate service. This procedure should also include any required written rescue procedures.

Records

[Organization Name] is responsible for ensuring that each first aid station and room is equipped with a first aid register. This register will document all administered first aid, treatments or cases referred for medical attention and must be readily available for inspection by the joint occupational health and safety committee or representative, if applicable. [Organization Name] must retain any first aid register no longer in use for a minimum of three years after it ceases to be used.

**Transporting Injured Workers**

[Organization Name] is responsible for providing prompt and appropriate transportation for injured workers to the nearest suitable medical facility or hospital. Acceptable transportation options meeting this requirement include an ambulance service reachable within a 30-minute travel time from the ambulance base under normal conditions, or the nearest suitable transportation considering travel distance and a first aid risk assessment of the work site.

This transportation should protect workers against weather conditions, have communication capabilities with both the work site and the medical facility, be equipped with necessary first aid supplies, and accommodate an occupied stretcher if deemed necessary by the first aid risk assessment. [Organization Name] must also provide a means of communication to request the required transportation and ensure an injured worker is accompanied by a first aid attendant during transportation when the worker is seriously injured or as deemed necessary by the attendant.

**Asphyxiation or Poisoning**If a worker is at risk of asphyxiation or poisoning, [Organization Name] is responsible for arranging emergency plans before work starts. This includes rescue procedures, providing antidotes, supportive measures, first aid, and medical attention to promptly address and minimize risks to the worker's health and safety.

**Reporting Procedures**
[Organization Name] is required to report any incidents, injuries, or dangerous occurrences to the WSCC. Incidents resulting in medical aid, time lost, property damage, or near misses must be investigated to determine causes and preventive measures. The employer must ensure that injured workers who require medical attention have a Workers’ Safety and Compensation Commissions (WSCC) incident report completed and submitted within three business days. Workers should also be encouraged to complete the Workers’ Report of Injury form. Near misses or incidents without injuries must still be reported using the [Organization Name] internal incident form.

When reporting a serious incident/injury/death at the workplace, employers must include the following information:

* The name and contact number of the person making the report
* The location/address of the incident/injury
* The date and time of the incident/injury
* The number of workers involved, and their names
* A brief description of the incident

**Reporting Serious Incidents and Injuries**In case of serious accidents causing bodily harm or dangerous occurrences, immediate notification must be made by the employer to the Chief Safety Officer through the 24-hour incident reporting line at 1-800-661-0792.

**Return to Work**Following an injury or illness, [Organization Name] is responsible for making every effort for an early and safe return to work for the affected employee(s). Please see the organization’s “Return to Work Policy” for additional information.