## FIRST AID REQUIREMENTS

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.

REQUIREMENTS

Availability of First Aid Kits

First aid kits/stations are available in the oﬃce. As required by the WSIB Regulation 1101 First Aid Requirements of Section 1 subsection (3) that states, ”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.”

First Aid Treatment Log

The ﬁrst aid log will be maintained by the ﬁrst aid attendant(s) for each ﬁrst aid kit to document ﬁrst aid treatment or advice provided by the ﬁrst aid attendants in their work areas.

The ﬁrst aid log must be completed by the attendant every time an employee receives ﬁrst aid treatment, regardless of how minor the injury. The ﬁrst aid log must be completed to describe the following information regarding the incident:

* The date and time of the injury;
* The name of the injured employee;
* A description of the injury detailing the nature and exact location (part of the body) of the injury;
* The nature of the treatment provided; and,
* The name of the ﬁrst aid Attendant providing treatment.

First Aid Certiﬁcates Posted

First aid/CPR training certiﬁcates for each of the designated ﬁrst aid attendants will be conspicuously posted with the respective ﬁrst aid kits. A listing of the names and work locations of employees that are ﬁrst aid/CPR qualiﬁed will also be posted on the health and safety bulletin board.

First Aid Kit Inspection and Records

First aid kits will be inspected on a monthly basis by the designated ﬁrst aid attendants for the work area.

The ﬁrst aid attendant will examine the ﬁrst aid kit in their work area and document the results of their inspection on the ﬁrst aid inspection checklist. Any deﬁciencies or missing items will be documented

so that additional supplies can be requisitioned by Management or a Supervisor.

FIRST AID REQUIREMENTS: 16-199 WORKERS (WSIB REGULATION 1101, SECTION 10)

| Regulation | Workers per Shift | Required Attendant/Training | Required FA Station Supplies |
| --- | --- | --- | --- |
| Sec. 10 | 16-199 (in any one shift) | At all times, the First Aid Station must have 1 person trained in Standard First Aid & CPR who works in the immediate vicinity of the station. | * A current edition of a standard St. John's Ambulance First Aid Manual * 1 stretcher * 2 blankets * First Aid Kit containing at a minimum: * 24 safety pins * 1 basin (preferably stainless steel) * 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 gauze bandage, 2 inches wide * 8 rolls of 4-inch gauze bandage * 6 sterile surgical pads suitable for pressure dressings (individually wrapped) * 12 triangular bandages * 2 rolls of splint padding * splints of assorted sizes |

FIRST AID REQUIREMENTS: 200+ WORKERS (WSIB REGULATION 1101, SECTION 11)

| Regulation | Workers per Shift | Required Attendant/Training | Required FA Room Instruments/Furnishings | Required FA Station Supplies |
| --- | --- | --- | --- | --- |
| Sec. 11 | 200 or more  (in any one shift) | At all times, the First Aid Room must  have 1 person trained in Standard First Aid & CPR.  The First Aid Room shall be in the charge of a registered nurse; or a worker who works in the immediate vicinity of the room and does not perform other work of a nature that is likely to aﬀect adversely his/her ability to administer ﬁrst aid. | Instruments   * dressing scissors * dressing forceps * safety pins * graduated medicine glass * tongue depressors * applicators, cotton-tipped   Furnishings   * hot and cold running water * 3 washbasins (preferably stainless steel) * 1 instrument sterilizer * 1 cabinet for surgical dressings * 1 enamel foot bath * 1 sanitary disposal receptacle with lid * 1 couch curtained oﬀ or in a separate cubicle * 1 stretcher * 2 blankets | * A current edition of a standard St. John's Ambulance First Aid Manual * First Aid Kit containing at a minimum: * 1 card of safety pins * 24 adhesive dressings (individually wrapped) * 12 sterile gauze pads, 3 inches square * 4 rolls of gauze bandage, 2 inches wide * 4 rolls of 4-inch gauze bandage * 4 sterile surgical pads suitable for pressure dressings (individually wrapped) * 6 triangular bandages * 2 rolls of splint padding * 1 roll-up splint |