



**HUMAN RESOURCES**  
ENVIRONMENTAL HEALTH AND SAFETY

## **FIRST AID POLICY PROGRAM**

IMPROVE LIFE.

**REVISION HISTORY**

<b>Revision Number</b>	<b>Document Section</b>	<b>Details of Amendments</b>	<b>Date</b>
0		New Program	
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## 1.0 POLICY STATEMENT

Consistent with the objective of the University's Environmental Health and Safety Policy, the University is committed to providing safe and healthy places of work and study.

The University shall establish first aid stations that are under the charge of workers trained in Standard First Aid, Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) use, in compliance with the requirements outlined in Regulation 1101/90, *First Aid Requirements* made under the Workplace Safety and Insurance Act 1997.

The provision of first aid will be augmented by workers who hold Emergency First Aid, CPR and AED training.

First aid delivered shall be reported to Occupational Health and Wellness (OHW) by using the University of Guelph's [Injury Reporting Process](#) and [Incident Form](#).

## 2.0 FIRST AID STATIONS

First aid boxes shall be located at each location where work is being performed; the local emergency services number shall be posted at each first aid station or box.

- First aid boxes shall be in each University owned vehicle or long-term lease vehicle used for University business.
- First aid stations and boxes shall be inspected quarterly and maintained by responsible supervisors who work in the vicinity of the first aid station or box.

### 2.1 Guelph Campus

Guelph Campus designated First Aid Stations are:

- Campus Community Police, Trent Building #59;
- Occupational Health and Wellness, Room 179, Alexander Hall #031;
- Student Health Services, Powell Building #160

Campus Community Police and Fire Division vehicles contain AEDs and provide mobile first aid services. The [location of AEDs on Guelph Campus](#) are designated by signage and an inventory is found on the Campus Community Police website. The First Response Team may assist with the delivery of first aid during the academic year. Contact extension 2000 or 519-840-5000 for emergency assistance.

Departments should augment these designated stations with first aid boxes and trained first aiders according. See Section 5.

### 2.2 Ridgetown, Kemptville, and Research Stations

Ridgetown Campus, Kemptville AHL, and Research Station management shall provide first aid stations (in compliance with Section 9 or 10 of Regulation 1101/90, *First Aid Requirements*).

- The number and location of first aid stations shall be such that they are easily accessible with names of staff trained in First Aid, CPR and AED posted;
- The location of AEDs on Ridgetown Campus are designated by signage;
- Appropriate numbers of personnel trained in Standard First Aid shall be maintained. Coverage may be augmented by training additional staff in Emergency First Aid.

### **2.3 Inspections**

An inspection card shall be maintained and available for each first aid station and box. The inspection card shall record the date of the most recent inspection and the name and signature of the person making the inspection.

## **3.0 ROLES AND RESPONSIBILITIES**

### **3.1 First Aider**

The role of the first aider is to:

1. Respond to first aid emergencies within the limits of the training;
2. Arrange for emergency medical services without delay, if required;
3. Advise the injured part of the need to record first aid received on the incident report and submit to OHW, following the [Injury Reporting Process](#).

### **3.2 Supervisor of First Aider**

The role of the supervisor of the first aider is to:

1. Ensure the first aid box and its contents are maintained and inspected at least quarterly;
2. Ensure that appropriate signage is posted indicating location of the first aid station(s)

### **3.3 Environmental Health and Safety**

The role of Environmental Health and Safety (EHS) is to:

1. Arrange training in Emergency or Standard First Aid, CPR, and AED use on the Guelph Campus regularly, at no cost to departments;
2. Communicate the need for training in Standard First Aid, CPR, and AED at Regional Campuses and Research Stations in a timely manner;

3. Maintain inventory of trained first aiders for all University worksites;
4. Provide guidance on Regulation 1101/90, *First Aid Requirements* to the individuals responsible for first aid stations.

## 4.0 TRAINING

Standard First Aid, Level A CPR and AED is a two-day course which is recognized as a minimum first aid qualification for persons in charge of a First Aid Station. Emergency First Aid, CPR and AED training is a one day course. Departments may wish to augment coverage by training additional staff members in Emergency First Aid, CPR and AED course. If a department decides to augment the current first aid coverage, EHS can provide assistance in assessing their needs.

Both Emergency First Aid and Standard First Aid qualifications are valid for three (3) years; refresher training is recommended every two (2) years.

### 4.1 Communication Regarding Training

Courses will typically be offered on the Guelph Campus, during the months of February, May, June, September and December. [Registration for courses](#) on the Guelph Campus is available through the EHS website.

At all other locations, managers shall communicate with staff and arrange first aid course offerings, according to the numbers and frequency of their needs.

### 4.2 Registration

[Registration for a first aid course](#) on the Guelph Campus is completed online through EHS.

### 4.3 Cancellation Policy

Course cancellations for Guelph Campus must be made via the online registration program, three (3) working days prior to the course date. Departments will be invoiced for the course costs of those registrants who register and fail to attend without providing suitable notice.

## 5.0 FIRST AID BOXES

First aid boxes and their contents must be inspected on a quarterly basis and inspections recorded on the inspection card. For guidance on the size and contents of the first aid box, please refer to Appendices 1 to 4.

- First aid boxes suitable for up to 5 workers, shall be in each university owned vehicle or long-term lease vehicle used for university business, see Appendix 1.

- First aid boxes should be located in laboratories, machine shops and other areas with high-risk activities. The first aid box for up to 5 workers (see Appendix 1) is appropriate for Guelph Campus locations. Contents may be increased at the discretion of the department, according to the activity of the area.
- Departments should train staff in Emergency First Aid who work in the vicinity of these boxes.
- The names of these trained first aiders should be posted on the first aid boxes near their work area.
- First aid boxes shall be inspected quarterly and maintained by responsible supervisors who work in the vicinity of or have charge of the area where the first aid box is located.

The University has established a customized first aid box that exceeds the standards required by Regulation 1101/90 (see Appendix 3). These first aid boxes may be ordered through the Physical Resources Stockroom at 519-824-4120 ext. 52469. For details regarding the customized box contents, please contact EHS at 519-824-4120 ext. 53282.

### **5.1 Drugs and Medications**

Non-prescription drugs such as Aspirin, Acetaminophen or Ibuprofen tablets, allergy medications, ointments, disinfectants, creams, or prescription drugs such as Epipens, etc. are not permitted in first aid boxes.

### **5.2 Supplies for Restocking First Aid Stations and Boxes**

First aid boxes or re-stocking supplies are available from the Physical Resources Stockroom on the Guelph Campus, located in Building #58, 519-824-4120 ext. 52469 and from a variety of safety suppliers. For easy reference, first aid box contents and re-order codes are outlined in Appendix 5.

### **5.3 Further Information**

Copies of the [Workplace Safety and Insurance Board \(WSIB\) Poster Form](#) are available from the WSIB website (see Form 82 in Appendix 6)

## 6.0 GLOSSARY

<b>Term</b>	<b>Definition</b>
AED	Automated external defibrillator, a device for delivering a shock to cardiac patients whose heart is in defibrillation.
AR Mask	A mask used to assist a rescuer in the forcing of air into the lungs of someone who has stopped breathing
CPR	Cardiopulmonary resuscitation, a method of chest compressions and breathing for patients requiring emergency cardiac care.
First Aid	Emergency care or treatment given to an injured person until medical aid is available.
First Aid Station	The conspicuous location in the workplace of a first aid box and the postings required by Regulation 1101/90.
Qualified First Aider	A person holding a valid St. John Ambulance Standard First Aid Certificate or equivalent (e.g. certificates from Canadian Red Cross, etc.)
First Aid Box	A box containing the first aid items required by Regulation 1101/90 according to the number of workers at the workplace and large enough so that each items is in plain view and easily accessible.



## APPENDICES

### Appendix 1: First Aid Requirements for up to Five Workers

1. Every employer employing not more than five (5) workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum:
  - a) A current edition of a standard St. John Ambulance First Aid Manual
  - b) 1 card of safety pins; and
  - c) Dressings consisting of,
    - i. 12 adhesive dressings, individually wrapped,
    - ii. 4 sterile gauze pads, 3 inches square,
    - iii. 2 roles of gauze bandage, 2 inches wide,
    - iv. 2 field dressings, 4 inches square or 2 four – inch sterile bandage compresses, and
    - v. 1 triangular bandage
2. The employer shall ensure that the first aid station is at all times in the charge of a worker who,
  - a) Is the holder of a valid Emergency First Aid Certificate, and
  - b) Works in the immediate vicinity of the station.
3. The first aid box for up to five (5) workers is appropriate for Guelph campus locations, as they are in addition to the designated First Aid Stations located at:
  - o Campus Community Police, Trent Building #59
  - o Occupational Health and Wellness, Room 179, Alexander Hall #031
  - o Student Health Services, Powell Building #160

Contents can be increased at the discretion of the department, according to the needs of the activity.

**Appendix 2: First Aid Requirements for 5 – 15 Workers**

1. Every employer employing more than five (5) workers and not more than fifteen (15) workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,
  - a) A current edition of a standard St. John Ambulance First Aid Manual;
  - b) 1 cards of safety pins; and
  - c) Dressings consisting of,
    - i 24 adhesive dressings individually wrapped,
    - ii 12 sterile gauze pads, 3 inches square,
    - iii 4 rolls of 2-inch gauze bandage,
    - iv 4 rolls of 4-inch gauze bandage,
    - v 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
    - vi 6 triangular bandages,
    - vii 2 rolls of splint padding, and
    - viii 1 roll-up splint.
  
2. The employer shall ensure that the first aid station is at all times in the charge of a worker who,
  - a) Is the holder of a valid Standard First Aid Certificate, and
  - b) Works in the immediate vicinity of the box.

The first aid box for 5 – 15 workers is appropriate for most University of Guelph Research Stations. Please contact EHS for guidance.

**Appendix 3: First Aid Requirements for 15 – 200 Workers**

1. Every employer employing more than fifteen (15) employees and less than two hundred (200) workers in any one shift at a place of employment shall be provide and maintain a first aid room at the place of employment equipped with one (1) stretcher, two (2) blankets, and a first aid station with a first aid box containing as a minimum:
  - a) A current edition of a standard St. John Ambulance First Aid Manual;
  - b) 24 safety pins;
  - c) 1 basin, preferable stainless steel; and
  - d) Dressings consisting of:
    - i 48 adhesive bandages individually wrapped,
    - ii 2 rolls of adhesive tape, 1 inch wide,
    - iii 12 rolls of 1 inch gauze bandage,
    - iv 48 sterile gauze pads, 3 inches square,
    - v 8 rolls of 2-inch gauze bandage,
    - vi 8 rolls of 4-inch gauze bandage,
    - vii 6 sterile compress dressings, individually wrapped,
    - viii 12 triangular bandages,
    - ix Splints of assorted sizes, and
    - x 2 rolls of splint padding,
2. Additionally, the University requires that designated first aid stations contain the following:
  - a) 1 pair of scissors,
  - b) 12 pairs non-latex disposable gloves (i.e. True Touch<sup>7</sup> vinyl or Sensicare gloves),
  - c) A.R. barrier masks.
3. The employer shall ensure that the first aid room is at all times in the charge of:
  - a) A registered nurse or
  - b) A worker who:
    - i Is the holder of a valid Standard First Aid Certificate, and
    - ii Works in the immediate vicinity of the room and
    - iii Does not perform work that is likely to adversely affect his/her ability to render first aid.
4. The first aid certificate shall be displayed in this room.
5. Where the first aid room is not easily accessible in order to provide prompt treatment of any worker an additional first aid station(s) shall be established.

**Appendix 4: First Aid Boxes for Laboratories, University Vehicles and Outdoor Work Sites.**

1. First aid boxes for vehicles and for outdoor work sites shall contain as a minimum:
  - a) A current edition of a standard St. John Ambulance First Aid Manual;
  - b) 1 card of 12 safety pins;
  - c) Dressings consisting of,
    - i 16 adhesive bandages, individually wrapped,
    - ii 8 sterile gauze pads, 3 inches square,
    - iii 4 rolls of 2-inch gauze bandage,
    - iv 4 rolls of 4-inch gauze bandage,
    - v 2 sterile bandage compresses, individually wrapped, and
    - vi 4 triangular bandages.
  
2. Additionally, the University recommends that first aid boxes contain the following:
  - a) 1 pair of scissors,
  - b) 6 pairs non-latex disposable gloves. (i.e. True Touch 7 vinyl or Sensicare gloves),
  - c) 1 A.R. barrier masks
  
3. The employer shall ensure that the first aid station is at all times in the charge of a worker who,
  - a) Is the holder of a valid Emergency First Aid Certificate, and
  - b) Works in the immediate vicinity of the station.

**Appendix 5: First Aid Box Re-order Information**

<b>Quantity Required</b>	<b>First Aid Boxes for University Workplaces</b>	<b>Part Number</b>	<b>Sold as</b>
1	Current St. John Ambulance First Aid Manual each;	50-34-0600	each
1	kidney basin each,	50-34-0185	each
1	card of safety pins (pkg. of 12); and	50-34-0730	Pkg. of 12

**Dressings consisting of:**

<b>Quantity Required</b>	<b>First Aid Boxes for University Workplaces</b>	<b>Part Number</b>	<b>Sold as</b>
48	adhesive bandages individually wrapped	50-34-0100	Box 100
2	rolls of adhesive tape, 1" wide, each	50-34-0805	each
12	rolls of 1" gauze bandage, each	50-34-0500	each
48	sterile gauze pads, 3 inches square, each	50-34-0329	each
8	rolls of 2-inch gauze bandage, each	50-34-0501	each
8	rolls of 4-inch gauze bandage, each	50-34-0503	each
6	sterile surgical pads for pressure dressings, individually	50-34-0330	each
12	triangular bandages,	50-34-0140	each
1	roll-up splint,	50-34-0775	each
2	rolls of splint padding,	50-34-0770	each
1	pair of scissors,	50-34-0750	each
12	pairs non-latex disposable gloves, now available as individually wrapped pairs in box of 50	50-45-0005	Pairs in box of 50
2	CPR barrier masks	50-34-0650	each
1	Antiseptic wipes (pkg. of 12)	50-34-0020	Pkg. of 12

## Appendix 6: WSIB Form 82

[Form 82](https://www.wsib.ca/en/case-injury-poster-form-82) can be downloaded from the following Workplace Safety and Insurance Board Website: <https://www.wsib.ca/en/case-injury-poster-form-82>

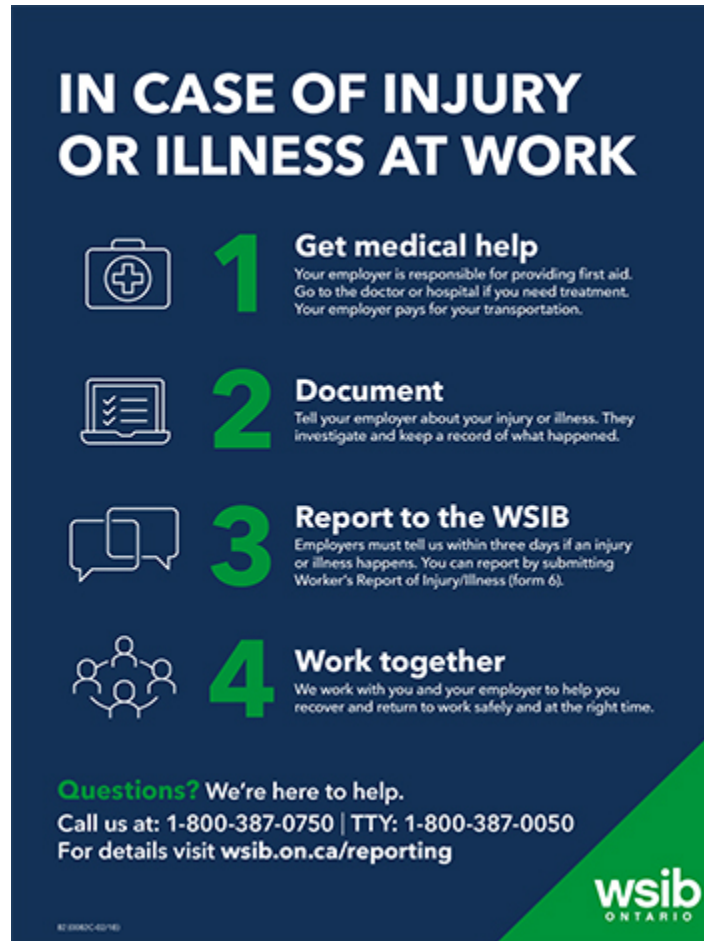


Image description of Form 82 from WSIB Ontario

- Title: In case of injury or illness at work
  - 1) Get medical help
    - Your employer is responsible for providing first aid. Go to the doctor or hospital if you need treatment. Your employer pays for your transportation.
  - 2) Document
    - Tell your employer about your injury or illness. They investigate and keep a record of what happened.
  - 3) Report to the WSIB
    - Employers must tell us within three days if an injury or illness happens. You can report by submitting Worker's Report of Injury/Illness (form 6)

- 4) Work together
  - We work with you and your employer to help you recover and return to work safely and at the right time.
- Questions? We're here to help.
  - Call us at: 1-800-387-0750 or TTY: 1-800-387-0050
  - For details visit [wsib.on.ca/reporting](http://wsib.on.ca/reporting)

**Appendix 7: Regulation 1101**

[Regulation 1101](#) can be found at E-laws Ontario.ca

A copy of Regulation 1101 can also be viewed in the Carswell Consolidated Edition of the Occupational Health and Safety Act and Regulations, (green book) available from the University of Guelph's Physical Resources Stockroom, Guelph Campus, at 519-824-4120 ext. 52469.