

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>FIRST AID</u> <u>POLICY</u>	REVISED August 2004
Resolution No. 317 (consent) 08/09	Supercedes Resolution No.
Policy Number 5.7	PAGE 1 of 6

1. PURPOSE

- A. The Town of Fort Frances shall set up and maintain first aid stations at each work location in accordance with Regulation 1101 made under the Workplace Safety and Insurance Act.
- B. The Town of Fort Frances shall co-ordinate all the training of Town employees. This shall ensure that compliance with the Workplace Safety and Insurance Act Regulation 1101 and the Occupational Health and Safety Act are maintained.

2. OBJECTIVES

- A. To provide first aid stations at all work locations which will allow First Aid Attendants to administer first aid when a Town of Fort Frances employee is injured.
- B. To ensure the availability of competent certified First Aid Attendants to provide effective efficient First Aid treatment for injured Town of Fort Frances Employees.

3. FIRST AID STATIONS

- A. Each Division shall supply and maintain at each place of employment a first aid station in accordance with Regulation 1101 of the Workplace Safety and Insurance Act. Each first aid station shall contain the following:
 - i. First aid box containing the items required by the Legislation 1101 of the Workplace Safety and Insurance Act.
 - ii. A notice board displaying:
 - (a) The WSIB poster known as Form 82 respecting the reporting of all accidents and receiving first aid treatment.
 - (b) The valid first aid certificates of qualification of trained employees
 - (c) An inspection Form for recording the quarterly (preferably monthly) inspection of the First Aid Box as described in Appendix A
- B. For the purpose of this policy a vehicle being used to transport workers and heavy construction and maintenance equipment are considered places of employment.
- C. The first aid stations shall be located so that they are easily assessable for prompt treatment of Town of Fort Frances Employees.

- D. Each Division shall ensure that the contents of the first aid boxes are inspected at least quarterly (preferably monthly) and that the results of these inspections are recorded on the Inspection Form shown in Appendix A
- E. The appropriate Inspection Form should be utilized for each first aid box depending on whether the work location has five or less employees, more than five but not more than fifteen employees, more than fifteen but less than two hundred or more employees in any one shift at the work location.

4. FIRST AID ATTENDANTS

- A. Each Division shall ensure that the first aid station is at all times in the charge of an employee who is the holder of a valid First Aid Certificate and works in the vicinity of the station.
- B. It is the responsibility of each Division to determine which employees shall be qualified.
- C. The First Aid Attendant is responsible to provide first aid treatment to Town of Fort Frances employees.

5. RECORD OF ACCIDENTS

- A. The Supervisor shall complete a record of all circumstances respecting an accident, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the employees and the date, time, and nature of each first aid treatment given using the Employee Incident Form (see Appendix B). The completed form is to be forwarded to the Human Resources Manager.

6. FOLLOW-UP OF FIRST AID TREATMENT

- A. Any follow up required shall be performed by the Supervisor and / or the Human Resources Manager.

7. TRAINING OF FIRST AID ATTENDANTS

- A. Human Resources Manager shall co-ordinate training sessions for designated employees to become qualified in first aid treatment and maintain their qualifications.
- B. This training shall be completed in accordance with the Health and Safety Policy and Program.
- C. The Human Resources Manager shall maintain a current record of all Town of Fort Frances employees who are qualified First Aid Attendants and the employing Division. This list shall be updated on an annual basis and each division shall provide a current list of all certified First Aid Attendants which they will post at the applicable first aid station.