



CITY POLICY & PROCEDURE

SECTION: Human Resources

NO: HR-HS-23

REFERENCE: Health & Safety

Date: Jan 17, 2017

**Next Review Date:
Jan 17, 2019**

TITLE: FIRST AID PROGRAM

1. 0 POLICY STATEMENT

The City of Dryden is committed to providing a healthy and safe workplace for all employees. As part of the Health & Safety Program, first aid training will be provided to employees and first aid kits will be supplied, maintained and readily available to employees in accordance with all applicable legislation.

Following an injury or illness, the City of Dryden will provide transportation to the hospital, doctor's office or the worker's home when necessary, if an ambulance is not required.

2. 0 FIRST AID KITS

- 2.1 All City of Dryden vehicles and mobile equipment will carry a First Aid Kit for one (1) to five (5) workers.
- 2.2 All City of Dryden building locations will have First Aid Kits located in a prominent and easily accessible location. The size and contents of such kits shall be determined by applicable legislation.
- 2.3 All First Aid Stations (kit locations) in buildings shall have posted beside the first aid kit, a copy of the Workplace Safety and Insurance Board (WSIB) Form 82, a copy of Regulation 1101 (First Aid Regulations), a list of qualified employees including their certification date of expiry or copies of the valid First Aid Certificates of qualified employees, working in that vicinity, and a monthly inspection record card or tag.
- 2.4 Supervisors of the department are responsible for ensuring the posting of all required items as noted in 2.3.

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- 2.5 Supervisors are responsible for ensuring first aid kits in their area or in their vehicles or equipment are inspected monthly and contain all the required contents.
 - 2.6 Site Based Joint Health & Safety Committee members will inspect first aid kits and sign off on inspection card during Workplace Inspections.
 - 2.7 Each Department is responsible to replenish first aid supplies and to pay for such supplies out of their departmental budget. WSIB Form 82, First Aid Regulation 1101 and First Aid Kit Inspection stickers are available from the Health and Safety Coordinator.
 - 2.8 City staff in charge of a project must ensure all Contractors and Sub-contractors who perform work for the City meet all applicable legislation for first aid kits.
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3.0 FIRST AID TRAINING

- 3.1 Managers/Supervisors will be responsible to ensure that the following legislative requirements are met:

- (a) For 1 - 5 workers in any one shift at a place of employment:

- Managers/Supervisors shall ensure that the first aid kit/station is at all times in charge of a worker who is the holder of a valid Emergency First Aid Certificate or its equivalent, as recognized by the Workplace Safety and Insurance Board (WSIB) and works in the immediate vicinity of the first aid kit/station.

- (b) For 6 - 15 workers in any one shift at a place of employment:

- Managers/Supervisors shall ensure that the first aid kit/station is at all times in the charge of a worker who is the holder of a valid Standard First Aid Certificate or its equivalent, as recognized by the Workplace Safety and Insurance Board (WSIB) and works in the immediate vicinity of the first aid kit/station.

- (c) For 16 - 199 workers in any one shift at a place of employment:

- Managers/Supervisors shall ensure that the first aid kit/station is at all times in charge of a worker who is the holder of a valid Standard First Aid Certificate or its equivalent, as recognized by the Workplace Safety and Insurance Board (WSIB) and who works in the immediate vicinity of the first aid kit/station.

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- 3.2 Training may exceed legislative requirements where the Manager/Supervisor and/or designate deems appropriate (i.e. due to the nature or risk of the work).
 - 3.3 Managers/Supervisors are required to make employees available for first aid training and ensure their attendance.
 - 3.4 Cost of training will be at the Department's expense including the cost of the employee's wage while at training. Each Department will also be responsible to cover the costs of the training when scheduled employees fail to attend.
 - 3.5 Records of training will be maintained for each employee in the employee's file in Human Resources and tracked by the Health & Safety Coordinator. Evidence of the training (certificates) or a list of trained workers with certification dates must be posted beside the first aid kit in the work area.
 - 3.6 City staff in charge of a project must ensure all Contractors and Sub-contractors who perform work for the City meet all applicable legislation for first aid training.

4.0 FIRST AID TRANSPORTATION

- 4.1 The preferred method of transportation of an injured or ill worker, if required, is an ambulance.

Should an ambulance not be appropriate, the City will arrange for a City vehicle or call for a taxi. The injured/ill worker will be accompanied by an individual designated by the City, preferably the first aid attendant.
- 4.2 Should the employee refuse the transportation, the City will attempt to:
 - (a) identify any other transportation methods that the worker would prefer;
 - (b) reiterate the importance of accepting the transportation to the hospital, doctor's office or the workers home;
 - (c) call 911 and have ambulance attendant administer medical attention on site.
- 4.3 An employee will not be allowed to continue work until medical clearance is provided.

- 4.4 Responsibilities of the individual travelling with the injured worker:
- (a) continue to administer first aid if required;
 - (b) maintain contact with the City providing updates when the worker has reached their destination (hospital, doctor's office or the worker's home);
 - (c) return to the City to provide additional follow-up information to the Health & Safety Coordinator and Manager and to assist in the completion of the injury/incident investigation and documentation;
 - (d) additional duties may be added based on each individual circumstance.

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Review Date:	April 27, 2011	Approved by:	H & Safety Coordinator
Amendment Date:	August 11, 2014	Approved by:	By-law 4225-2014
Amendment Date:	January 17, 2017	Approved by:	CAO E. Remillard
Amendment Date:		Approved by:	