

Complete Program Title: First Aid Program	Risk Management Manual (RMM) Number: 1204
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1 PURPOSE

- 1.1 To ensure that persons on McMaster University Premises receive appropriate first aid treatment and medical assistance in the event of an injury.
- 1.2 To outline prescribed training and certification for first aiders.
- 1.3 To ensure that required first aid stations are provided and maintained.
- 1.4 To ensure compliance with the Workplace Safety and Insurance Act 1997 and Revised Regulations of Ontario 1101 / 90, First Aid Requirements.

2 SCOPE

- 2.1 All faculty, staff, students, and visitors.

3 Related Documents

- 3.1 Workplace Safety and Insurance Act, 1997.
- 3.2 Revised Regulation of Ontario 1101/90, First Aid Requirements.
- 3.3 Occupational Health and Safety Act (OHSA), R.S.O. 1990.
- 3.4 McMaster University Injury/Incident form.

- 3.5 McMaster University Return to Work Program, RMM# 1002.
- 3.6 WSIB poster "In Case of Injury at Work" (Form 82).
- 3.7 McMaster University Health and Safety Board Maintenance Program, RMM# 319.
- 3.8 McMaster University Working Alone Program, RMM# 304.
- 3.9 McMaster University Reporting & Investigating Injury/Incident/Occupational Disease Program, RMM# 1000.
- 3.10 McMaster Emergency Guidebook Security and Parking Services.

4 DEFINITIONS

- 4.1 **First Aid** - Emergency care or treatment given to an injured person until medical aid by a health care professional is administered.
- 4.2 **First Aid Station** - The conspicuous location of a first aid kit and the postings required by *Regulation 1101* in the workplace.
- 4.3 **First Aider** - A person holding a current St. John Ambulance standard first-aid certificate or equivalent issued by another WSIB approved provider.
- 4.4 **Critical Injury (As defined under the OHSA)** – An injury of serious nature that: places life in jeopardy; produces unconsciousness, results in substantial loss of blood; involves fracture of a leg or arm but not a finger or toe; involves the amputation of a leg, arm, hand or foot but not a finger or toe; consists of burns to a major portion of the body, or causes the loss of sight in an eye.
- 4.5 **Acronyms:**
 - **CPR** - Cardiopulmonary Resuscitation
 - **EFRT** - Emergency First Response Team (See Appendix B for role)
 - **OHSA** - Occupational Health and Safety Act
 - **RMM** - Risk Management Manual
 - **WSIB** - Workplace Safety and Insurance Board
 - **EOHSS** - Environmental & Occupational Health Support Services
 - **JHSC** - Joint Health and Safety Committee
 - **FHS Safety Office** - Faculty of Health Sciences Safety Office

5 RESPONSIBILITIES

5.1 Role of Senior Managers (Deans / Directors / Chairs / Managers): Senior Managers shall:

- ensure that first aid stations are provided and identified;
- ensure that first aid stations are equipped and maintained as required by O. Reg. 1101/ 90 (See Procedures Section 7);
- provide the required resources and direction to support and maintain first aid services and kits as required by this program and O. Reg. 1101 / 90;
- consult with JHSCs and the RMSG in determining the need for and location of first aid stations;
- ensure that qualified first aiders are assigned to first aid stations as required by O. Reg 1101/ 90; and
- ensure that the first aider's name and training certificate or card is posted in a conspicuous place close to the first aid kit.

5.2 Role of Supervisors (Administrative and Academic) Supervisors shall:

- ensure that first aid kit locations and first aider names are communicated to all staff under their supervision;
- arrange for appropriate first aid provisions for those working alone or those working outside of normal working hours as per the Working Alone Program, RMM# 304;
- ensure an Incident/Injury form is completed for all injuries as per the RMM# 1000 Accident/Incident Program; and
- if necessary, arrange for transportation for the injured individual to receive further medical treatment.

5.3 Role of Faculty, Staff, Students, and Visitors: Faculty, staff, students, and visitors shall:

- utilize the first aid services provided;
- report all incidents, accidents or first aid treatment to the supervisor or host; and
- follow site specific emergency procedures.

5.4 Role of the Central Joint Health and Safety Committee. JHSC's shall:

- review the first aid program on a scheduled basis.

5.5 Role of Joint Health and Safety Committees (JHSCs):

- include first aid kits in regular inspections;

- provide input regarding the need for and location of first aid stations;
- provide input regarding the selection and training of first aiders; and
- provide any changes to the location of kits or first aiders to EOHSS.

5.6 **Role of First Aider**

The qualified First Aider shall:

- be trained in standard first aid as defined by Regulation 1101;
- take charge of the first aid kit;
- inspect the first aid box and its contents at least quarterly, record the date, sign the inspection card, and forward kit needs to the appropriate senior manager for purchase and replenishment;
- keep a log, indicating the date, time, and nature of the first aid and the treatment given to the injured person;
- maintain a current first aid certificate;
- work in the immediate vicinity of the first aid station;
- in case of a minor medical emergency provide the necessary first aid; and
- in case of a major medical emergency such as loss of consciousness, follow appropriate emergency procedures for your location and provide interim first aid until advanced services arrive on scene.

5.7 **Role of Security and Parking Services (Central Campus only–1280 Main St. W.):**

Security and Parking Services shall:

- monitor the emergency telephone line on a continuous basis;
- dispatch Security Officers to the scene of the medical emergency and assist in providing emergency first aid;
- call for emergency ambulance service as dictated by the nature and severity of the medical emergency;
- dispatch the Student Emergency First Response Team to the scene of the medical emergency;
- contact EOHSS in the event of a critical injury to an employee, student, volunteer or visitor;
- provide copies of all medical emergency response reports to EOHSS;
- ensure all Security Officers are trained in First Aid/CPR; and
- outfit and maintain all security vehicles with first aid kits.

5.8 Role of EOHSS and the FHS safety office

EOHSS and the FHS safety office shall:

- make recommendations on the provision of first aid services, supplies and training as required by O. Reg. 1101 /90;
- in consultation with supervisors and the JHSCs, make recommendation on the first aid services and training required for each work location;
- EOHSS will work with Security Services on routine assessments of the medical emergency response services being provided on campus; and
- investigate and report on all critical injuries involving staff, students and members of the public;

6 TRAINING

Standard first aid training for first aiders is offered on campus by Athletics and Recreation.

The Employer will provide access to First Aid/CPR and recertification training at no cost to eligible employees.

7 PROCEDURES

7.1 First aid rooms

- first aid rooms will be placed at a minimum of one location per site that employs more than 200 employees.

7.1.1 Person in charge of the first aid room.

- each first aid room must be in the charge of a person with a valid first aid certificate.

7.2 First aid stations:

7.2.1 Location:

- the guideline of 4 minutes of travel time will be utilized to determine the placement of first aid kits;
- the JHSC and the Department Chair / Director / Manager may identify a need and agree to have more first aid stations. Any additional kits will be in compliance with the appropriate section within the First Aid Regulations 1101; and
- any first aid equipment shall be easily accessible by the first aider for the prompt treatment of any injury.

7.2.2 **Person in charge of first aid station:**

- each first aid station must be in the charge of a person with a valid first aid certificate.

7.2.3 **Inspection/contents of first aid kits:**

- the first aid kits must be inspected and replenished once every three months;
- items in the kit shall be maintained in good condition at all times and in compliance with the appropriate section of the First Aid Regulations 1101. See appendix A;
- a written record with the date and the signature of the person inspecting the kit must be maintained in the kit; and
- the department / faculty is to bear the expense of maintaining the first aid kit.

7.3 **Posting of WSIB form 82:**

- at each first aid station or in another conspicuous area in the workplace a WSIB form 82 respecting the necessity of reporting all accidents and receiving first aid treatment shall be posted.

8 **RECORDS**

8.1 **Record of injury and first aid provided:**

- the date and time of the injury, the names of witnesses, the nature and exact location of the injuries to the worker must be recorded on a McMaster University Injury / Incident report form. See Reporting & Investigating Injury/Incident/Occupational Disease Program, RMM# 1000;
- the first aider must record the date, time, nature and advice given on a log, which is to be retained by the employer for three years; and
- anyone using supplies from the first aid kit must sign the log provided for this purpose in the first aid kit.

8.2 **Record of inspections of first aid kit:**

- the first aider doing the quarterly inspection must record the date of the inspection on a log and sign it; and
- the log is to be kept in the kit for at least three years.

Appendix A – CONTENTS OF FIRST AID KITS AND ROOMS

All first aid rooms and/or kits shall be at minimum, in compliance with the First Aid Regulations 1101. All kits will also include a pocket mask for providing CPR and a set of nitrile gloves.

First Aid Requirements

- 8** (1) Every employer employing not more than five 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 rolls 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 St. John Ambulance Emergency First Aid Certificate or its equivalent; and
 - (b) works in the immediate vicinity of the station.
- 9** (1) Every employer employing more than five workers and not more than fifteen 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 card 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,

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- (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 St. John Ambulance Standard First Aid Certificate or its equivalent; and
 - (b) works in the immediate vicinity of the box.
- 10** (1) Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two 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, preferably stainless steel; and
 - (d) dressings consisting of,
 - (i) 48 adhesive dressings, 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 surgical pads suitable for pressure dressings, individually wrapped,
 - (viii) 12 triangular bandages,
 - (ix) splints of assorted sizes, and
 - (x) 2 rolls of splint padding.
- (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 St. John Ambulance Standard First Aid Certificate or its equivalent; and
 - (b) works in the immediate vicinity of the box.

First Aid Room

- 11** (1) Every employer employing 200 or more workers in any one shift at a place of employment shall provide and maintain a first aid room equipped with,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) instruments consisting of,
 - (i) dressing scissors,
 - (ii) dressing forceps,
 - (iii) safety pins,
 - (iv) graduated medicine glass,
 - (v) tongue depressors, and
 - (vi) applicators, cotton-tipped;
 - (c) denatured ethyl alcohol;
 - (d) dressings consisting of,
 - (i) adhesive dressings, individually wrapped,
 - (ii) sterile gauze pads of assorted sizes, individually wrapped,
 - (iii) gauze bandages of assorted sizes,
 - (iv) adhesive plaster,
 - (v) absorbent cotton,
 - (vi) triangular bandages,
 - (vii) splints of assorted sizes, and
 - (viii) splint padding; and
 - (e) furnishings consisting of,
 - (i) hot and cold running water,
 - (ii) 3 washbasins, preferably stainless steel,
 - (iii) 1 instrument sterilizer,
 - (iv) 1 cabinet for surgical dressings,
 - (v) 1 enamel foot bath,
 - (vi) 1 sanitary disposal receptacle with lid,
 - (vii) 1 first aid box containing as a minimum the items required by subsection 9 (1), for use by the attendant at the scene of an accident before the patient is moved to the first aid room or general hospital,
 - (viii) 1 couch curtained off or in a separate cubicle,
 - (ix) 1 stretcher, and

- (x) 2 blankets.
 - (2) The employer shall ensure that the first aid room is in the charge of,
 - (a) a registered nurse; or
 - (b) a worker who,
 - (i) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent,
 - (ii) works in the immediate vicinity of the first aid room, and
 - (iii) does not perform other work of a nature that is likely to affect adversely his or her ability to administer first aid.
 - (3) The certificate referred to in subclause (2)(b)(i) shall be prominently displayed in the first aid room.
- 12.** Where the first aid station referred to in section 9 or 10 or the first aid room referred to in section 11 is not easily accessible in order to provide prompt treatment of any worker, an additional first aid station or stations shall be established to comply with subsection 1(3).

APPENDIX B – ROLE OF EMERGENCY FIRST RESPONDERS TEAM (EFRT)

The Emergency First Response Team (EFRT) is a McMaster Students Union Service which works in partnership with McMaster Security and Parking Services to provide assistance to victims in medical emergencies. The EFRT team is a volunteer organization, made up of McMaster students. Responders are trained in both the Red Cross' Emergency First Responder course, and Toronto Ambulance's Basic Trauma Life Support course. In addition to the training, the EFRT carries advanced first aid equipment such as oxygen, an automated external defibrillator (AED), EpiPens, and airways. Three members of the EFRT are on call 24 hours a day during the academic year, and restricted hours other times of the year. These responders, along with members of McMaster Security and Parking Services respond to all medical emergencies on campus to assess the situation and provide assistance