CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION

DATE: 2002-10-01

APPROVED BY: Corporate Management Team

Procedure # COH-RQ-WI-016

FIRST AID

I. PURPOSE:

The requirements for First Aid coverage at a workplace are outlined in "REGULATION 1101" made under the "WORKPLACE SAFETY AND INSURANCE ACT" (WSIB). The regulation clearly outlines the responsibilities placed on an employer to provide sufficient First Aid facilities and trained first aid personnel at a place of employment.

II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton work locations and operations where City of Hamilton workers work.

Corporate Workplace Safety Section:

Will provide advice and guidance to line departments to assist them in understanding the law and thereby fulfil the requirements under the FIRST AID REGULATIONS. Provide copies of Regulation 1101 to departments upon request.

Departments:

Ensure that the FIRST AID REGULATIONS are in place at every workplace under its jurisdiction.

To ensure that proper training is provided to workers as required (minimum two workers per shift.)

To ensure that all First Aid rooms, kits and stations, as may be required by Regulation, are properly equipped and re-stocked, as may be required from time to time, and that a proper log is maintained of all circumstances relating to the provision of any first aid provided at the work place.

III. PROCEDURE:

Minimum Requirements

Each Department shall ensure that:

-W.S.I.B. FORM 0082C (06/00) "IN CASE OF INJURY AT WORK" is clearly posted at all work locations.

-The First Aid certificate/s of the worker/s, working in the near vicinity of the First Aid kit/station, is/are clearly posted at the First Aid kit/station.
- An appropriate FIRST AID KIT/STATION, containing the minimum requirements as outlined in REGULATION 1101 for the employee population, regularly employed at the workplace, is available and properly maintained. And, that the kit/station is under the authority of a worker, trained in St. Johns' Ambulance Standard First Aid or equivalent, and who works in the near vicinity of the First Aid kit/station.

- That First Aid, as required, is given immediately by properly trained, qualified personnel.

- That immediate and proper transportation to a Hospital/Health Care Facility/Doctor's Office/or the worker's home, if necessary, is provided.

- That the appropriate W.S.I.B. FORMS or verbal report of injury is provided to the Workplace Safety and Insurance Section of the Human Resources Department within 24 hours of the occurrence or in the case of "A CRITICAL INJURY" immediately. And, that a copy of such notice is provided to the local member of the Joint Health and Safety Committee.

IMPORTANT FACTORS TO CONSIDER IN APPLYING REGULATION 1101:

Our Organisation is involved with many unusual work procedures and services. Therefore the simple definition of "WORK PLACE" may not be clearly evident. As such, careful thought is required when applying the above procedure.

1. Field operations: First Aid kits should be available in all "employer operated" vehicles to ensure availability at job sites. Each work crew should have a minimum of two qualified First Aid practitioners to ensure coverage. Vehicle operators, supervisors, Foremen/Women should also be considered for training to ensure adequate coverage at such work sites.

2. Certain operations, such as "CONFINED SPACE ENTRY", AND "OPERATIONS INVOLVING ELECTRICAL INSTALLATIONS", require additional First Aid skills such as "ARTIFICIAL RESCUCITATION" AND/OR "C.P.R." Departments are required to be knowledgeable in these specific areas, as a part of their regular training and to apply additional First Aid requirements as may be mandated.

3. Certain occupations such as life guarding, fire fighting, and police services may require extensive "life-saving" training. Such training is specialised and is not covered under this procedure.

NOTE:
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.