

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	FIRST AID			
TYPE:	HEALTH AND SAFETY		POLICY NO. HS-007-00	
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
July 7, 2009		As Required	09-342	1 of 7
Revisions				
July 7, 2009 New Policy				

I. Purpose:

The Township of South Algonquin is committed to providing and maintaining first aid services for the treatment of injuries sustained by employees, volunteers and individuals we serve. First aid services and equipment shall meet the minimum required standards as per Workplace Safety and Insurance Board (WSIB) Regulations.

II. Scope:

This policy applies to all activities, at any work location, including vehicles and equipment, as it relates to management of the availability of first aid services within the Township of South Algonquin. Workplace injuries, illnesses, incidents, and hazards are to be reported in accordance with Township Health and Safety policies.

III. Definitions:

First Aid Attendant(s) means staff members who are certified to administer first aid and are available to act as emergency responders during the department's hours of operation.

Work Location means any location in which an employee performs work, or is scheduled to work (including Township vehicles and equipment).

Health Care Professional for the purpose of this policy means a chiropractor, dentist, physician, physiotherapist or registered nurse (extended class) who treats an employee for work-related injury/illness

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IV. Responsibility:

Employee responsibilities are:

- To ensure that this policy and the procedures arising from it comply with provincial and municipal legislation.
- To report all emergencies to a First Aid Attendant or emergency medical response team (ambulance).
- To report all non-emergencies that require assistance by a First Aid Attendant, and non-emergencies where medical attention is self-administered are recorded in the First Aid Record.
- To notify his/her supervisor as soon as possible if medical attention by a health care professional is required as a result of a work-related injury/illness.

Supervisor responsibilities are:

- To ensure that this policy and the procedures arising from it comply with provincial and municipal legislation.
- To ensure each work location, including vehicles/equipment, is equipped with a first aid kit and first aid regulation book.
- To ensure an adequate number of department staff members have been certified to administer first aid and are available to act as First Aid Attendants during the workplace hours of operation in accordance with WSIB.
- To permit First Aid Attendant(s) time away from their regular duties to attend training in order to maintain First Aid Certification and/or to attend periodic organizational meetings relating to the management of emergency first aid services.
- In the event of an emergency first aid response, to work with the Health and Safety Representative, the Supervisor, and the Clerk-Treasurer to ensure Township procedures for the management and reporting of an accident or medical emergency are followed.
- In the event of a critical or fatal first aid response, to cooperate with the Ministry of Labour Investigation.

First Aid Attendant(s) responsibilities are:

- To answer emergency/non-emergency calls for assistance.
- To attend the site of any the emergency/non-emergency, assess the situation and, if appropriate, administer first aid.
- To complete the First Aid Record for any emergency/non-emergency injury for which assistance was requested.
- To arrange for appropriate transportation to a medical facility i.e. ambulance, as required.
- To notify the Clerk-Treasurer when an employee has a serious medical emergency for which a WSIB claim will be filed.
- To record all emergency calls and the steps taken and submit them to the Clerk-Treasurer within 24 hours or, as soon as possible, in case of a serious medical emergency.
- If a First Aid response is a result of a serious, critical or fatal incident, to cooperate in the investigation in accordance with Township policy, WSIB requirements and the Ministry of Labour.

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Clerk-Treasurer responsibilities are:

- To ensure that this policy and the procedures arising from it comply with provincial and municipal legislation.
- To ensure each work location is equipped with a first aid kit and first aid regulation book.
- To ensure an adequate number of staff members have been certified to administer first aid and are available to act as First Aid Attendants during the workplace hours of operation in accordance with WSIB.
- To maintain records of training of First Aid Attendant(s), including expiry dates, and communicate this information to Managers/Supervisors and Council.
- To ensure First Aid Attendant(s) names and contact information and First Aid certificates are posted.
- To administer the program to ensure training opportunities for first aid and cardiopulmonary resuscitation (CPR) that meet provincial regulations are communicated to First Aid Attendant(s) prior to the expiry of current certification.
- To maintain signage of how to call for first-aid.
- To evaluate the first aid medical emergency procedures on a yearly basis and make recommendations for change as required.
- To provide first aid supplies and equipment to departments and vehicles/equipment in accordance with provincial regulations.
- To ensure provision of all monthly Workplace Inspections and First Aid Kit Inspections are completed by Health and Safety Representatives and all records are maintained.
- To ensure provision of a monthly report of all incidents and complaints relating to First Aid, including the number and type of incidents, are addressed.
- To ensure first aid responses are documented following WSIB requirements.
- In the event of a serious first aid response;
 - to submit a Form 7 in accordance with WSIB requirements and
 - to coordinate the investigation in accordance with Township policy and WSIB requirements.
- If a First Aid response is a result of a serious, critical or fatal incident, to participate in the investigation in accordance with Township policy, WSIB requirements and the Ministry of Labour.

Health and Safety Representative(s) responsibilities are:

- To ensure that this policy and the procedures arising from it comply with provincial and municipal legislation.
- To ensure each work location is equipped with a first aid kit and first aid regulation book.
- To perform First Aid Inspections of all first aid kits, for departments and vehicles on a monthly basis, maintain supplies in accordance with appropriate external regulations and Township policy and submit report to the Clerk-Treasurer.
- To perform Workplace Inspections of all work locations monthly in accordance with appropriate external regulations and Township policy and submit report to the Clerk-Treasurer.

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- If a First Aid response is a result of a serious, critical or fatal incident, to participate in the investigation in accordance with Township policy, WSIB requirements and the Ministry of Labour.

V. Procedure

In the event of a first aid emergency, the First Aid Attendant shall be in complete charge of all first aid treatment to injured employees, trainees, contractors and visitors until medical aid is available. Any decision made by the First Aid Attendant shall not be over-ruled by supervisory or other personnel. The First Aid Attendant shall also make the decision whether an injured employee should be transported to a hospital or other place of medical treatment.

Records of first aid treatment will be documented in the First Aid Record by the First Aid Attendant or other person rendering first aid. Employees who self-administer first aid shall record the information in the First Aid Record.

Treatment information shall include:

- a) the full name of injured employee
- b) the injury code

01 – Scrape	07 – Strain
02 – Cut	08 – Sprain
03 – Cut Requiring Stitches	09 – Break
04 – Bruise	10 – Burn
05 – Pinch	11 – Other (Specify)
06 – Crush	
- c) the part of the body injured
- d) date and time of the injury or complaint of illness
- e) the date and time the injury or illness was reported to the employer or representative
- f) the names of the witnesses
- g) a description of the treatment rendered and any arrangements made relating to the injured employee
- h) The comments section will include a brief description of how/where the injury or illness occurred

For all injuries or illnesses that are referred to medical attention the First Aid Attendant will issue the employee a **Form 7**, to be completed by the treating health care professional and will report the incident to the Clerk-Treasurer. The Clerk-Treasurer will complete and submit to WSIB a Form 7. The employee will be provided the necessary documentation for the health care provider. All documentation will be maintained in the employee's WSIB file.

Incident records shall be reviewed regularly by the Clerk-Treasurer to determine trends and common causes that will assist in preventing similar future incidents.

If a First Aid response is a result of a serious, critical or fatal incident, the procedure as set out in the Injury/Illness/Incident Investigation Policy (HS-004-00) will be followed. All parties are

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to participate in the investigation in accordance with Township policy, WSIB requirements and the Ministry of Labour.

To perform First Aid Inspections of all first aid kits, for departments and vehicles on a monthly basis, maintain supplies in accordance with appropriate external regulations and Township policy and submit report to the Clerk-Treasurer.

To perform Workplace Inspections of all work locations monthly in accordance with appropriate external regulations and Township policy and submit report to the Clerk-Treasurer.

VI. Forms

First Aid Inspection Sheet

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Township of South Algonquin
FIRST AID RECORD

Name	Injury Code	Part of Body	Date of Injury	Time of Injury	Witness	Treatment Required	Comments

INJURY CODES

01 – Scrape	05 – Pinch	09 – Break
02 – Cut	06 – Crush	10 – Burn
03 – Cut Requiring Stitches	07 – Strain	11 – Other (Specify)
04 – Bruise	08 – Sprain	