Designated First Aiders

Guideline
Contents

INTRODUCTION.......................................................................................................................................................... 3
PRIMARY RESPONSIBILITIES ................................................................................................................................. 3
SECONDARY RESPONSIBILITIES .......................................................................................................................... 4
CONTENTS OF THE OFFICIAL FIRST AID KIT ...................................................................................................... 4
PROHIBITION ......................................................................................................................................................... 5
APPENDIX 1 – RECORD OF FIRST AID TREATMENT OR ADVICE ................................................................. 6
APPENDIX 2 – FIRST AID KIT INSPECTION RECORD (up to 200 workers) .................................................... 7
APPENDIX 3 – EXAMPLE LABELS FOR NON-OFFICIAL KITS............................................................................. 8
INTRODUCTION
Regulation 1101 of the Workplace Safety and Insurance Act outlines in detail the obligations of employers in the provision of first-aid equipment, facilities, and trained personnel in its workplace.

To ensure that these obligations are respected, the following guidelines establish the procedures to follow when you give first-aid treatment for work injuries or give advice to the injured worker.

PRIMARY RESPONSIBILITIES
1. Provide the appropriate first-aid immediately. If you can’t, call Protection Service immediately.
2. Call the Protection Service for assistance or immediate transportation\(^1\) of the injured person, by pressing the emergency button or dialling 5411 on University telephones or dialling 613-562-5411 when calling from a cell phone. For persons off campus, dial 911 and Protection Services (5411)
3. Keep a written record\(^2\) of the first-aid treatment and the advice given to the worker.
4. Inform the supervisor\(^3\) of the injured worker of the injury.
5. In case of a critical injury\(^4\) or an accident resulting in a fatality\(^5\), immediately contact Protection Services. Do not disturb the scene. If in doubt, call anyway.

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\(^1\) As a first-aider, you are not responsible for transporting or escorting an injured person to seek medical attention or to their home. Instead, call Protection Services, which will take the necessary actions. Afterwards, follow the instructions of emergency or medical personnel once they arrive.

\(^2\) Use Appendix 1 and send a copy to the Occupational Health and Safety Specialist when completed. The following information has to be included: date, time and exact location of incident, names of witnesses, injured body part and nature of the injury of the worker and date, time and nature of each first-aid treatment or advice given.

\(^3\) The supervisor must complete the accident/incident or occupational disease form and forward it to the Human Resources, Health, Wellness and Leave Sector within 24 hours

\(^4\) Definition of Critical Injury (regulation 834 of the Occupational Health and Safety Act)
A critical injury means an injury of a serious nature that
(a) Places life in jeopardy;
(b) Produces unconsciousness;
(c) Results in substantial loss of blood;
(d) Involves the fracture of a leg or an arm but not a finger or a toe;
(e) Involves the amputation of a leg, an arm, a hand or a foot but not a finger or a toe;
(f) Consists of burns to a major portion of the body; or
(g) Causes the loss of sight in an eye.

\(^5\) Section 51 of the Occupational Health and Safety Act specifies the following:
Where a person is killed or critically injured at a workplace, no person shall, except for the purpose of,
(a) saving life or relieving human suffering;
(b) maintaining an essential public utility service or a public transportation system; or
(c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector.

January 2017
SECONDARY RESPONSIBILITIES

1. Ensure that the first-aid station contains the items required by the regulation.
2. Inspect the contents of the first aid kit at least every 3 months to ensure that it is complete and in good order. If any material needs replacing, contact your Building Management Agent.
3. Inform the Occupational Health and Safety Specialist if:
   a. You have to leave your function as a first-aider;
   b. Your first-aid Certificate or its equivalent is not valid or missing, the first-aid station is not identified with a first-aid sign, or
   c. Your name and your location do not appear near the first-aid box for which you are responsible.

CONTENTS OF THE OFFICIAL FIRST AID KIT

Defined below is the only officially recognized first-aid kit at the University (WSIB defines it for 16-200 workers). Any additional first-aid kits of smaller size must all have a label on top of the box stating where the regular-sized official first aid kit can be found. An example is included in Appendix 3.

- WSIB sticker, small format of the form 82 (1 French and 1 English);
- Valid first-aid certificate(s) of qualification of the trained workers on duty;
- 1 record for first-aid treatment or advice given to the injured person (Appendix 1);
- 1 first-aid box inspection record (Appendix 2);
- 2 pairs of powder free examination gloves, preferably nitrile or PVC;
- 1 safety mask for your personal protection;
- 24 safety pins;
- 1 basin, preferably stainless steel;
- 48 adhesive dressings, individually wrapped;
- 2 rolls of adhesive tape, 1 inch wide;
- 12 rolls of 1 inch gauze bandage;
- 48 sterile gauze pads, 3 inches square;
- 8 rolls of 2 inch gauze bandage;
- 8 rolls of 4 inch gauze bandage;
- 6 sterile surgical pads suitable for pressure dressings, individually wrapped;
- 12 triangular bandages;
- Splints of assorted sizes; and
- 2 rolls of splint padding.

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\(^6\) First Aid Certificate is valid for three years.

January 2017
PROHIBITION
First Aid kits shall not contain:

- Medication, prescribed or not (for example Tylenol or Aspirin);
- Creams;
- Ointments;
- Salt pills;
- Disinfecting products;
- Antidote products

How to reach the Occupational Health and Safety Specialist:

Office of Risk Management
1 Nicholas (840)
Ottawa, ON K1N 7B7
(613) 562-5800 (2486)
Fax (613) 789-5711
Email: gnelson@uottawa.ca
# APPENDIX 1 – RECORD OF FIRST AID TREATMENT OR ADVICE

<table>
<thead>
<tr>
<th>Name of the injured person</th>
<th>Telephone</th>
<th>Date</th>
<th>Time and exact location of the accident</th>
<th>Names of witnesses</th>
<th>Nature of the injury and injured body part</th>
<th>Nature of first-aid treatment or advice given</th>
<th>Name and signature of first-aider</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Return the completed form to the Office of Risk Management (1 Nicholas, Suite 840), fax it at 613-789-5711, or email to gnelson@uottawa.ca.
**APPENDIX 2 – FIRST AID KIT INSPECTION RECORD (up to 200 workers)**

<table>
<thead>
<tr>
<th>List of items</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
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<tr>
<td>1 - Edition of a standard First Aid Manual</td>
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<tr>
<td>24 - Safety pins</td>
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<tr>
<td>1 - Basin, preferably stainless steel</td>
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<tr>
<td>48 - Adhesive dressings, individually wrapped</td>
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<tr>
<td>2 - Rolls of adhesive tape, 1-inch wide</td>
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<tr>
<td>12 - Rolls of 1-inch gauze bandage</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48 - Sterile gauze pads, 3 inches square</td>
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<tr>
<td>8 - Rolls of 2-inch gauze bandage</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8 - Rolls of 4-inch gauze bandage</td>
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<tr>
<td>6 - Sterile surgical pads suitable for pressure dressings, individually wrapped</td>
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<tr>
<td>12 - Triangular bandages</td>
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<tr>
<td>Splints of assorted sizes</td>
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<td>2 - Rolls of splint padding</td>
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<td>2 - Pairs of powder free examination gloves, preferably nitrile or PVC</td>
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<tr>
<td>1 - Safety mask for personal protection</td>
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<tr>
<td>Valid first aid certificate(s)</td>
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<tr>
<td>1 - Record for first-aid treatment (Appendix 1)</td>
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<tr>
<td>1 - WSIB stickers, Form 82 11x17.5 cm format</td>
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<tr>
<td>Signature</td>
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</tbody>
</table>

Return the completed form to the Office of Risk Management (1 Nicholas, Suite 840), fax it at 613-789-5711, or email to pnelson@uottawa.ca.

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APPENDIX 3 – EXAMPLE LABELS FOR NON-OFFICIAL KITS
You may print this page using Avery 08164 labels.
La trousse de premiers soins officielle la plus proche est située au _______________.

The nearest designated first aid kit is located at _______________.

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