

# Designated First Aiders

Guidelines

Office of Risk Management

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## 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 their workplace. Requirements for first aiders at uOttawa are further based on a risk assessment conducted by the University in conjunction with the health and safety committees. The risk assessment takes into account factors such as foreseeable hazards, number of people in the building, historical reports, access to emergency services, and availability of AEDs. The risk assessment is available from the Office of Risk Management.

To ensure that these obligations are met, the following guidelines establish the procedures to follow when providing first aid treatment or advice to an injured person.

## PRIMARY RESPONSIBILITIES

1. Provide the appropriate first aid immediately, within the scope of your training. If you require assistance, call Protection Services immediately.
2. Call Protection Services for assistance or to arrange for immediate transportation<sup>1</sup> of the injured person. Protection Services can be reached by pressing an emergency button, dialing 5411 on University telephones, or dialing 613-562-5411 when calling from a cell phone. For persons off campus, dial 911 for immediate assistance *and* call Protection Services (613-562-5411).
3. Keep a written record<sup>2</sup> of the first aid treatment and/or the advice given to the injured person.
4. Inform the injured person's supervisor or University representative<sup>3</sup> of the situation.
5. In case of a critical injury<sup>4</sup> or an accident resulting in a fatality<sup>5</sup>, immediately contact Protection Services. Do not disturb the scene. If in doubt, call Protection Services anyway.

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<sup>1</sup> 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.

<sup>2</sup> Use Appendix 1 and send a completed copy to the Occupational Health and Safety Specialist. You must include the following information: date, time, exact location of incident, names of witnesses, injured body part, nature of the injury and date, time and nature of each first aid treatment or advice given.

<sup>3</sup> The supervisor must complete the [accident, incident, occupational illness or near miss form](#) and forward it to the [Human Resources, Health and Wellness Sector](#) within 24 hours.

### <sup>4</sup> **Definition of Critical Injury (Regulation 834, in accordance with 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.

<sup>5</sup> Section 51 of the *Occupational Health and Safety Act* specifies that:

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;

## SECONDARY RESPONSIBILITIES

1. Ensure that the first aid kit contains the items required by the Regulation. Required contents are listed below.
2. Inspect the contents of the first aid kit at least **every 3 months** to ensure that it is complete and in good, usable condition. The contents should be sterile and topped up to the quantities specified below. The Faculty or Service in which the kit is located is responsible for maintaining and replenishing the kit. If any content items need to be replaced, contact the Building Management Agent and/or the Health, Safety and Risk Manager. The Office of Risk Management can advise you on first aid item procurement.
3. Keep your first aid certification up-to-date.<sup>6</sup> Two workshops are organized annually:
  - in the spring (in French)
  - in the fall (in English)
4. Inform the Occupational Health and Safety Specialist if:
  - you can no longer act as a first aider;
  - your first aid certificate has expired, is no longer valid, is missing, or requires replacement;
  - the location of the first aid kit is not identified with a first aid sign; or
  - your name and your location do not appear on the building signage.

## CONTENTS OF THE OFFICIAL FIRST AID KIT

Official first aid kits, recognized as such at the University, are those identified as WSIB (Type 3) for 16-200 workers. Kit containers should be:

- Sufficient size to contain all required items;
- Capable of being securely closed to protect items;
- Portable;
- Readily identifiable (visually or otherwise) as a first aid kit.

Additional first aid kits may be purchased by the Faculty or Service from the uOttawa supplier. Pricing is available from Office of Risk Management. Any additional, smaller first aid kits (i.e. Type 1, 2 or personal) or unofficial kits must be labelled to indicate the location of the nearest official designated first aid kit. An example of such a label is included in Appendix 3 and can be printed on Avery 08164 labels.

Items in the uOttawa designated first aid kit include:

- WSIB stickers, small format of the form 82 (1 French and 1 English);
- Valid first aid certificate(s) of the trained first aider(s);
- 1 record sheet of 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;
- 1 current edition of the St. John Ambulance Standard First Aid manual;

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(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.

<sup>6</sup> First aid certificates are valid for three (3) years.

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- 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.

While the performance criteria for first aid supplies is not specified, it is recommended that these items be of good quality.

The first aider uses Appendix 2 to record the number of each usable item. This log sheet should remain in the first aid kit until the end of the year, when it is sent to the [Office of Risk Management](#). The first aider should then print off a replacement inspection sheet and placed it in the kit.

### Prohibited Items

First aid kits shall not contain:

- Medication, prescribed or otherwise (such as Tylenol or Aspirin);
- Creams;
- Ointments;
- Salt pills;
- Disinfecting products;
- Antidote products

### **AUTOMATED EXTERNAL DEFIBRILATORS (AED)**

There are several AEDs strategically located on campus and in satellite offices, all of which are identified by highly visible signs. Although any member of the University community may use an AED, we highly recommend that users notify Protection Services so that further first aid care can be expedited. AEDs undergo regular maintenance, which is coordinated by Protection Services.

### Locations

Building	Location
1 Nicholas	Reception
141 Louis-Pasteur	Reception
200 Lees Avenue	A126
200 Lees Avenue	Block D Reception
200 Lees Avenue	C146
99 Bank	Reception
Friel Residence	Reception
Mobile vehicle- Parking vehicle	Protection Services vehicle

Building	Location
Mobile vehicle - Safety vehicle	Protection Services vehicle
Mobile vehicle - TC vehicle	Protection Services vehicle
Montpetit	Lifeguard's Office
Montpetit	306
Montpetit	Sports Services Client Services (basement)
Peter Morand; 600	Building reception
Peter Morand; 850	Building reception
Residential Complex	Building reception
Roger Guindon	Protection Services reception
Roger Guindon	4th floor; elevator
Sports Complex	Health and Lifestyle Centre (N100)
Sports Complex	Reception
Thompson Residence	Reception
University Centre	02A

## BUILDING SIGNAGE

As part of the first aid program, signage for AEDs, first aid kits and first aiders is posted prominently throughout campus buildings.



*Figure 1 – Sign for automated external defibrillators (AEDs). Sign is mounted over AED.*



*Figure 2 – Sign for first aider location. Sign is mounted over door.*

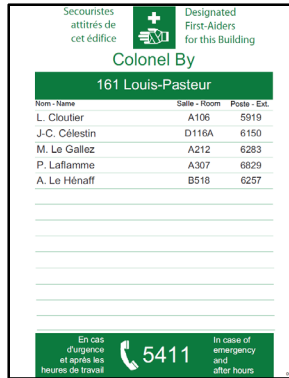


Figure 3 – Sign identifying first aiders in a building or zone. Sign is located on building walls in high traffic areas and includes the name of the first aider, their location and extension number.

## BLOOD AND BODILY FLUIDS

If you are exposed to blood and/or bodily fluids while acting as a first aider, refer to the [exposure procedure](#).

To clean up a spill involving of blood and/or bodily fluids, refer to the [cleaning spills of blood/bodily fluid procedure](#).

## ADDITIONAL INFORMATION

For additional information or clarification, contact the Occupational Health and Safety Specialist at the Office of Risk Management.

### How to reach the Occupational Health and Safety Specialist:

Office of Risk Management  
 1 Nicholas (840)  
 Ottawa, Ontario K1N 7B7  
 (613) 562-5800 (2486)  
 Email: [gnelson@uottawa.ca](mailto:gnelson@uottawa.ca)

**APPENDIX 1 – RECORD OF FIRST AID TREATMENT OR ADVICE**

Name of the injured person	Telephone	Date	Time and exact location of the accident	Name(s) of witness(es)	Nature of the injury and injured body part	Nature of first aid treatment or advice given	Name and signature of first aider

Send the completed form by email to the [Office of Risk Management](#).



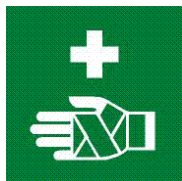
## APPENDIX 2 – FIRST AID KIT INSPECTION RECORD

List of items	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Name of first aider:				
Date:				
1 x latest edition of the Standard First Aid Manual				
24 x safety pins				
1 x basin, preferably stainless steel				
48 x adhesive dressings, individually wrapped				
2 x rolls of adhesive tape, 1-inch wide				
12 x rolls of 1-inch gauze bandage				
48 x sterile gauze pads, 3 inches square				
8 x rolls of 2-inch gauze bandage				
8 x rolls of 4-inch gauze bandage				
6 x sterile surgical pads suitable for pressure dressings, individually wrapped				
12 x triangular bandages				
Splints of assorted sizes				
2 x rolls of splint padding				
2 x pairs of powder free examination gloves, preferably nitrile or PVC				
1 x safety mask for personal protection				
Valid first aid certificate(s)				
1 x Record of First Aid Treatment or Advice (Appendix 1)				
1 x WSIB stickers, Form 82, 11x17.5 cm format				
Signature				

Send the completed form by email to the [Office of Risk Management](#).

### **APPENDIX 3 – EXAMPLE OF LABEL FOR UNOFFICIAL KITS**

The label page may be printed using Avery 08164 labels.



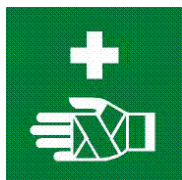
La trousse de premiers soins officielle la plus proche est située au \_\_\_\_\_.

The nearest designated first aid kit is located at \_\_\_\_\_.



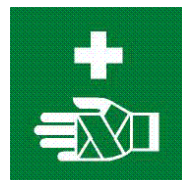
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The nearest designated first aid kit is located at \_\_\_\_\_.



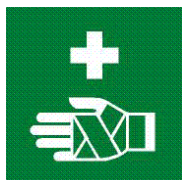
La trousse de premiers soins officielle la plus proche est située au \_\_\_\_\_.

The nearest designated first aid kit is located at \_\_\_\_\_.



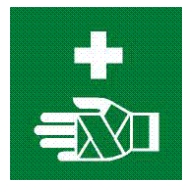
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