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APPENDICES

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APPENDIX II  First Aid Box – List of Contents

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APPENDIX V  AHSO First Aid Inspection Checklist
1.0 Objective

The objective of the First Aid Program is to comply with all applicable occupational health and safety legislation and to support the University’s Occupational Health and Safety Policy. This is achieved through the following objectives:

- Ensure that first aid supplies and/or treatment is immediately available to ill/injured workers,
- Ensure first aid stations are supervised by qualified personnel who can render appropriate first aid and CPR until transportation of the ill/injured person to further medical care if necessary,
- Comply with the Workplace Safety and Insurance Act, Regulation 1101.

2.0 Philosophy

York University Designated First Aiders will provide immediate and appropriate treatment to individuals requiring assistance. This is achieved through training and maintenance of first aid stations, with appropriate signage and supplies.

3.0 Abbreviations and Acronyms

CPR- Cardiopulmonary Resuscitation

Designated First Aider- A York University employee who is designated by the employer to provide first aid within the workplace, and who holds a valid first aid certificate for that workplace. There must be at least one designated first aider for each first aid station.

DOHS- Department of Occupational Health and Safety

First Aid Station- a location designated by the Area Health and Safety Officer, in consultation with DOHS, identified by a First Aid sign, and compliant with Regulation 1101.

First Aid Box- a kit containing at a minimum, the equipment and supplies listed in
Appendix II, or as described in Regulation 1101.

EMS - Emergency Medical Services
EWO - Employee Well-Being Office
SAIR - Supervisor’s Accident Investigation Report
WSIB - Workplace Safety Insurance Board

4.0 Legislation

York University is subject to the *Occupational Health and Safety Act* and the *Workplace Safety Insurance Act*. It is therefore required to provide first aid equipment and services as described in Regulation 1101 under Section 3 of the *Workplace Safety and Insurance Act*.

5.0 First Aid Requirements

York is required to have a first aid room that is compliant with Regulation 1101. The first aid room is located in Suite C of the East Office Building. The first aid room is not easily accessible to all workers, therefore additional first aid stations have been established across campus.

The number of first aid stations within buildings depends on the workplace hazards. For example, science buildings, machine shops, printing facilities etc., should be equipped with a suitable first aid stations so as to quickly provide accessible first aid supplies for initial treatment of injury. It is, however, advisable that there is a least one first aid station within each building. For an assessment of the first aid station requirements for a particular area, contact DOHS.

“Every employer using a vehicle to transport workers shall equip the vehicle with a first aid box with the contents described in Regulation 1101.” (Section 16(2))

“Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not available to him or her in the event of an accident, the employer shall equip the machinery with a first aid kit with the items described in Regulation 1101.” (Section 16(4))

“A bus operated on a route other than an urban route shall be equipped with a first aid kit containing the items described in Regulation 1101.” (Section 16(5))

For assistance regarding first aid requirements for vehicles, contact DOHS.
A first aid station must be readily accessible to employees such that prompt treatment is available. Signs will be posted indicating the location for the first aid station and name of designated first aid provider(s).

A certified first aider must be in the charge of a first aid station and who works in the immediate vicinity of the station.

5.1  First Aid Station Requirements

A First Aid Station shall contain:

- a first aid box containing the items required by Regulation 1101,
- a notice board displaying,
  - the WSIB Injury case of Injury at Work poster (Form O82)
  - a copy of all valid first aid certificates, inspection card with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection.

5.2  First Aid Box Requirements

Designated First aid boxes will:

- Contain all the items as described in Regulation 1101 (Appendix II)
- Be maintained in good conditions at all times,
- Be large enough so that each item is in plain view and easily accessible,
- Be inspected at a minimum of quarter-yearly intervals with documented date of inspection and signature of the individual performing the inspection,

For First Aid Boxes and individual first aid supplies can be ordered by submitting a completed order form to DOHS: www.yorku.ca/dohs/documents/FirstAidSupplies_OrderForm.doc

6.0  Roles and Responsibilities

6.1  Area Health and Safety Officer

- Designate first aid station(s), in consultation with DOHS, ensuring it is readily accessible to employees,
- Assign responsibility for the management of the first aid station(s) to a designated first aider (at least one per station),
- Inspect stations annually using the AHSO First Aid Inspection Checklist (Appendix V).
6.2 Department of Occupational Health and Safety

- Offer first aid training to designated first aiders,
- Issue certificates to qualified first aiders,
- Review all Supervisor Accident Investigation Reports (SAIR), including all first aid incidents, that are received from EWO,
- Provide first aid boxes, a copy of Regulation 1101, Form 82 poster, first aid sticker, and templates to document use of first aid station and inspections to the designated first aider for the first aid station.

6.3 Designated First Aider

- Promptly provide workers with a level of care within the scope of their training,
- Facilitate transportation to a hospital, a doctor’s office, or the worker's home, as necessary,
- Objectively document observed or reported signs and symptoms of injuries and illnesses,
- Refer ill/injured person to medical authorities when more advanced care is required,
- Facilitate transportation to a hospital, a doctor’s office, or the worker's home, as necessary,
- Post appropriate signage is posted indicating location of first aid station,
- Post valid First Aid Certificates in the vicinity of the first aid station,
- Post Regulation 1101 on the bulletin board,
- Post Form 082 on the bulletin board,
- Perform and document inspections of all first aid boxes quarterly-yearly, and replenish as required.

6.4 Department Head/Designated Manager

- Monitor First Aid Stations as part of Workplace Inspections,
- Submit reports of inspection and first aid provided on an annual basis or as required to the Area Health and Safety Officer in the area,
- Incur the costs associated with first aid equipment and services.

6.5 Employee Well-Being Office

- Complete all WSIB reporting requirements as outlined in Regulation 1101,
- Facilitate in the worker’s early and safe return to work,
- Keep detailed records of all accidents reported in SAIRs.
6.6 Medical Consultant

- Provide advice to DOHS regarding the First Aid Program and first aid box contents.

6.7 Security Services

- Respond to accident, injury and illness immediately,
- Provide first aid as required,
- Liaise with EMS.
- Facilitate transportation to a hospital, a doctor’s office, or the worker’s home, as necessary.

6.8 Workers

- Seek First Aid when a work-related illness/injury is sustained,
- Inform their supervisor of any injury or the possible onset of a work-related disease/condition,
- Cooperate in the process of choosing a health care provider and following health care treatment,
- Cooperate in the process of reporting to WSIB,
- Cooperate in safe return to work,
- Follow all other requirements as outlined in Regulation 1101.

7.0 Record Keeping

7.1 Area Health and Safety Officer

- Record locations of first aid stations (Appendix I),
- Record names of designated first aiders (Appendix I),
- Keep records of all incidents, first aid, health care and lost time accidents,
- Maintain first aid inventories and provide to the Department of Occupational Health and Safety upon request.

7.2 Department of Occupational Health and Safety

- Maintain first aid training records,
- Maintain inventory of all first aid stations on campus,
- Maintain medical surveillance records, if provided,
- Maintain record of all incidents, first aid, health care and lost time accidents received from the department from the Employment Well-Being Office.

### 7.3 Department Head/Designated Manager

- Record locations of first aid stations(s),
- Record names of designated first aider(s),
- Maintain training records.

### 7.4 Designated First Aider

- Maintain record of inspection of first aid box and first aid station (Appendix III),
- Maintain record of first aid provided (Appendix IV).

### 8.0 Transportation

For information regarding the transportation of an ill/injured worker, refer to the following EWO document: [www.yorku.ca/hr/documents/ewb/Guidelines_Taxi_Chits.pdf](http://www.yorku.ca/hr/documents/ewb/Guidelines_Taxi_Chits.pdf)

### 9.0 Training

DOHS offers First Aid training that is approved by a WSIB-recognized training organization. This training is provided to York University Security Officers and Designated First Aiders. The following is a list of training provided:

- Standard First Aid/CPR-C (adult, child, infant) (Two Day)
- Standard First Aid/CPR-C Recertification (One Day)

Employees that require training should register by completing the CPR-C Registration form located on the DOHS training website: [www.yorku.ca/dohs/training.htm](http://www.yorku.ca/dohs/training.htm). Training is provided approximately once a month. Employees identified as Designated First Aiders may be placed on a waiting list for training and will be notified of the next available training date.

First Aid training for students is available through Tait Mackenzie: [http://recreation.yorku.ca/fitness/workshops/certification](http://recreation.yorku.ca/fitness/workshops/certification)
10.0 Program Review

The York University First Aid Program shall be reviewed once every two years in consultation with the Joint Health and Safety Committees and the DOHS Medical Consultant.
Appendix I  Notification of First Aid Station Locations and First Aid Providers

LOCATION OF FIRST AID STATION (S)

Department: ___________________________ Date:__________________________

Campus Location: ________________________

Locations of First Aid Station(s) floor and room #:

1.________________________________  5. ________________________________
2. ________________________________  6. ________________________________
3. ________________________________  7. ________________________________
4. ________________________________  8. ________________________________

NAMES OF FIRST AID PROVIDER (S)

1.________________________________  5. ________________________________
2. ________________________________  6. ________________________________
3. ________________________________  7. ________________________________
4. ________________________________  8. ________________________________
FIRST AID BOX

List of Contents

All Designated First Aid Boxes at York University should contain the following items: 1 MTM Resuscitator
1 pkg eye pads
1 Pressure dressing - 2"
1 plastic eye shield
2 Pressure dressing - 4"
1 pkg latex gloves
4 pressure dressing - 6"
1 pkg zip lock bags
4 triangular bandages
1 adhesive tape - 1"
1 box sterile gauze pads
1 adhesive tape - ½"
1 Pkg soft stretch dressing
1 first aid scissors
1 pkg splints
1 first aid forceps
1 box plastic strips
1 Emergency rescue blanket (optional)
1 assorted safety pins
1 first aid booklet
1 hot pack (optional)
1 cold pack (optional)

For First Aid Boxes and individual first aid supplies please contact the Department of Occupational Health and Safety at ext. 55491.
## INSPECTION RECORD
First Aid Boxes and Crash Bags

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<th>DATE OF INSPECTION</th>
<th>SIGNATURE</th>
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# RECORD OF FIRST AID PROVIDED

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<thead>
<tr>
<th>DATE</th>
<th>NAME OF INJURED/ ILL WORKER</th>
<th>INJURY*</th>
<th>TREATMENT</th>
<th>NAME</th>
<th>INITIALS</th>
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*Note left or right side, or area of body and type of injury.
## AHSO First Aid Inspection Checklist

**Complete for each First Aid Station**

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<tr>
<th>Designated First Aiders (name/certificate expiration date):</th>
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<td>(Note- if including all certified first aiders, indicate which ones are the designated first aiders)</td>
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<th>Copy of Regulation 1101 posted:</th>
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<th>First Aid box fully stocked:</th>
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<tr>
<th>Comments:</th>
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