**PURPOSE**

The Thunder Bay Regional Health Research Institute (TBRHRI) will ensure that any person who is of need of Emergency First Aid Treatment at our facilities will receive such treatment promptly and efficiently from a certified person.

**DEFINITIONS**

**Certified First Aider:** A person holding a valid St. John Ambulance Standard First Aid Certificate or equivalent (i.e. certificates from the Canadian Red Cross or Emergency Care Instruction Services).

**CPR:** Cardiopulmonary resuscitation for emergency respiratory and cardiac aid.

**First Aid:** Emergency care or treatment given to an injured person until medical aid is available. First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only - as per Regulation 1101.

**First Aid Station:** The conspicuous location in the workplace of a First Aid kit and the postings required by Regulation 1101. A First Aid kit must contain items required by Regulation 1101.

**Regulation 1101:** Workplace Safety and Insurance Act of Ontario, 1997, R.R.O. 1990, REGULATION 1101 (formerly under Workers’ Compensation Act) - FIRST AID REQUIREMENTS

**ROLES AND RESPONSIBILITIES**

* It is the responsibility of TBRHRI to ensure there are First Aid Stations in the workplace, and that Certified First Aiders are available to administer First Aid treatment should it be required.
* TBRHRI is responsible to ensure that all persons responsible under this First Aid Policy and Procedure will be trained with respect to this policy and their obligations.
* It is the intent of TBRHRI that workers trained and holding current certification in First Aid, i.e. Certified First Aiders, will offer First Aid as required.
* In accordance with Regulation 1101 of the Workplace Safety and Insurance Act of Ontario it is the responsibility of only a Certified First Aider to use supplies from the First Aid kit to administer First Aid. Once a Certified First Aider has administered First Aid they are required to log the accident in the First Aid Logbook provided at all First Aid Stations.

**PROCEDURES**

* Each work area will have a First Aid Station that is easily accessible to all workers. A Certified First Aider is to oversee the First Aid Station in their area. All workers are to be made aware of the location of the nearest First Aid Station.
* Certified First Aiders are required to take St. John Ambulance First Aid Certificate or equivalent. Yearly reviews will be required. The names and certificates of the designated First Aiders are to be clearly posted on the Health & Safety Bulletin Board.
* A First Aid kit must contain items required by Regulation 1101. Items in the kit must be maintained in good condition at all times. The box must be large enough so that each item is in plain view and easily accessible.
* A First Aid Logbook is to be kept at each station to record all accidents. The record will include a description of the accident, the date and time of the occurrences, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time, and nature of each first aid treatment provided.
* First Aid kits are to be inspected as part of the posted monthly inspections. First Aid Logbooks are to be brought to monthly JHSC meetings for review. The JHSC members are to keep apprised of repeat first aid incidents, which may require further investigation.

*Note: a small supply of bandaids will be made available outside of the First Aid kit for staff to use for a non-work related injury or event that may warrant a bandaid and that can be self administered without the intervention of a Certified First Aider.*