

OCCUPATIONAL AND ENVIRONMENTAL SAFETY & HEALTH OPERATIONAL PROCEDURE

Subject: First Aid

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Supersedes: New

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1.0 GUIDING PRINCIPLES

- 1.1 In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.10.080), the following Operational Procedure has been developed to ensure that workers are provided with assistance when they become ill or injured while working in the workplace.
- 1.2 This operational procedure is also designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation, in this case, First Aid Regulations, Part 5, is complied with and where possible exceeded.
- 1.3 As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input.

2.0 DEFINITIONS

- 2.1 **The Act:** The Workplace Safety and Health Act W210 of Manitoba.
- 2.2 **Committee:** Means a workplace (occupational) safety and health committee established under section 40 of the Workplace Safety and Health Act.
- 2.3 **Employer:**
 - 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers,
 - 2.3.2 and The Crown and every agency of the government.
- 2.4 **Supervisor:** Means a person who has charge of a workplace or authority over a worker.
- 2.5 **Worker:**
 - 2.5.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.
 - 2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not .

- 2.5.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.
- 2.6 **Director:** means the person administratively responsible for the department or unit. Director includes heads of departments.
- 2.7 **OESH:** means the Occupational and Environmental Safety and Health Unit
- 2.8 **First Aider:** person who possesses one or more credentials in First Aid that are, in the opinion of the director, equivalent to the requirements for obtaining a certificate described in Schedule A, First Aid Regulations, Part 5.
- 2.9 **Appointed Person:** person who is designated to provide assistance until a first aider is available or where a first aider is not required as identified on the risk assessment, a person who is responsible for ensuring personal First Aid Kits are maintained in the ward/area and ensures notices are updated and posted accordingly.

3.0 OPERATIONAL PROCEDURES

- 3.1 The circumstances of each work area must be assessed and the appropriate First Aid needs provided as per assessment. The assessment must be done through review of First Aid Regulations, Part 5 and ensure compliance of its requirements.

An assessment of the First Aid requirements will be completed following any significant changes i.e. personnel or environment change (ie. moving to a new/renovated building), introduction of new hazards or post-incident report for corrective action involving First Aid requirements.

- 3.1.1 *Wards/Clinical Areas:* Because of the nature of working activities and the environments within the wards/clinical areas, there is little need for fully qualified First Aiders to be available during working hours as secondary medical aid (medical/nursing personnel) are often readily available. Appointed persons will suffice.
- 3.1.2 *Other Departments:* First aiders will be required in working environments remote from the main direct health care sites/wards where there is demonstrable risk to staff being injured e.g. cuts, burns, electrocution, etc. Note: This can be done by liaising with other local Managers or Departments to share First Aiders and Appointed Persons.
- 3.2 The minimum number of first aiders must be present during working hours.
- 3.3 As per the WRHA Injury/Near Miss Operational Procedure, all injuries or illnesses suffered by a worker during the course of their work must be promptly recorded.
- 3.4 Written illness/injury records must be kept for five years from the date the record is made.
- 3.5 First Aid equipment that meets the requirements must be accessible to all employees at all times. Each Department/Ward/Area must have a First Aid Kit available. Managers may wish to liaise with other local departments to share facilities, First Aid Kits, etc.

- 3.6 Personal First Aid Kits must be provided to workers who work alone and do not have ready access to a First Aid Kit.
 - 3.7 All First Aid Kits must be fully maintained at all times. Each facility/site/program will create a process for the ordering and restocking of First Aid Kits/items.
 - 3.8 The following notices must be displayed in each Ward/Department or satellite location of larger widespread Departments: (see sample Appendix B)
 - 3.8.1 List of First Aiders/Appointed Persons and their work location
 - 3.8.2 Location of First Aid Kits and Eyewash Stations
 - 3.8.3 Where a First Aid station is obscured from view appropriate signage (arrows) to the location may be necessary.
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4.0 RESPONSIBILITIES

4.1 Employer

- 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations.
- 4.1.2 Ensure that all his workers, and particularly his supervisors, foremen, chargehands or similar persons, are acquainted with any safety or health hazards which may be encountered by the workers in the course of their service, and that workers are familiar with the use of all devices or equipment provided for their protection.

4.2 Facility/Program Executive Team

- 4.2.1 Assign responsibilities to staff within the facility/program to ensure the implementation of this operational procedure.
- 4.2.2 Ensure resources (information, training, tool, First Aid Kits, first aiders and time) are available to provide / maintain 4.2.1
- 4.2.3 Support the Operational Procedure throughout the facility/program.

4.3 Manager or Designated Person with responsibility assigned to them

- 4.3.1 If first aiders are required, the manager must:
 - 4.3.1.1 Ensure that appropriate training for first aiders is provided
 - 4.3.1.2 liaise with other local Managers or Departments to share facilities/equipment/first aiders if reasonable/practical.
 - 4.3.1.3 ensure that there is always a First Aider available, having an adequate number to cover holidays and sickness.
 - 4.3.1.4 ensure that adequate supplies are available.
 - 4.3.1.5 ensure that all incidents are reported as per the INM Operational Procedure
 - 4.3.1.6 ensure that First Aid Operational Procedures is reviewed with workers.
- 4.3.2 If a first aider is not required, the manager must:
 - 4.3.2.1 Appoint “appointed persons” who will be responsible for:
 - 4.3.2.1.1 Initiating request for assistance through existing medical/nursing personnel in the area.
 - 4.3.2.1.2 Maintaining the personal First Aid Kit (see list under Equipment).

4.3.2.1.3 Maintaining and posting of First Aid notices.

- 4.3.2.2 ensure that there is always an appointed person available, having an adequate number to cover holidays and sickness.
- 4.3.2.3 ensure kit is stocked.
- 4.3.2.4 ensure that all incidents are reported.
- 4.3.2.5 ensure that First Aid Operational Procedures is reviewed with workers.

4.4 Worker

- 4.4.1 Know the location of First Aid services in the workplace
- 4.4.2 A worker who becomes ill or is injured at the workplace must, as soon as is reasonably practicable, report to the location in the workplace where First Aid is available.
- 4.4.3 Complete a WRHA Injury/Near Miss Report for all workplace injuries and near misses.

4.5 First Aider or Appointed Person:

- 4.5.1 Record First Aid/Emergency Aid using the attached form (Appendix A).
- 4.5.2 Work within the guidelines for First Aiders issued through First Aid Training.
- 4.5.3 Keep Departmental First Aid Notices up to date.
- 4.5.4 Be responsible for stocking of First Aid provisions in conjunction with their Manager.
- 4.5.5 First Aiders are responsible to ensure compliance with the training needs and to apply for retraining before their certificate expires.

4.6 Facility/Site/Program/Department Health and Safety Committee

- 4.6.1 Consult with the facility/site/program on the development and implementation of this operational procedure.
- 4.6.2 Review and monitor the effectiveness of this operational procedure.

4.7 Occupational and Environmental Safety & Health

- 4.7.1 Consult with the facility/site/program on all aspects of this operational procedure.

5.0 TRAINING REQUIREMENTS:

5.1 Training is required as follows:

5.1.1 First Aiders:

- 5.1.1.1 Must hold a current valid certificate in First Aid as per the requirements for First Aid Regulations.
- 5.1.1.2 Attend a CPR Refresher training on an annual basis.

5.1.2 Appointed Persons

- 5.1.2.1 Training on the First Aid operational procedures

5.1.3 Workers

- 5.1.3.1 Attend training and/or read, understand and comply with the First Aid Operational Procedures.
- 5.1.3.2 Injury Reporting

- 5.2 All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations.

REFERENCES:

Government of Manitoba. (2002). *The Workplace Safety and Health Act – W210*. Winnipeg: Queen's Printer.
www.safemanitoba.com

Government of Manitoba. (2006). *The Workplace Safety and Health Regulation – 217/2006*. Winnipeg:
Queen's Printer. www.safemanitoba.com

APPENDIX:

Appendix A – List of First Aid Equipment Required

Appendix B - Medical Assistance Report for Non Medical Facility/Site

Appendix C – Sample First Aid Notice

Appendix D - Checklist for Personal First Aid Kit

Appendix E – Checklist for First Aid Kit

WRHA Operational Procedure – First Aid
Appendix A - EQUIPMENT:

Adequate First Aid facilities must be available and accessible at all times while employees are in the workplace. The provision will vary on the hazards and the risk assessment of working area in question.

First Aid Kit: - items listed in First Aid Regulations, Schedule B, are to be available for rendering First Aid to employees. The list of items is as follows:

- (i) a recent edition of a First Aid manual,
- (ii) a pair of impervious disposable gloves,
- (iii) a disposable resuscitation mask with a one-way valve,
- (iv) a disposable cold compress,
- (v) 12 safety pins,
- (vi) splinter forceps,
- (vii) one pair of 12 cm bandage scissors,
- (viii) 25 antiseptic swabs,
- (ix) waterless hand cleaner,
- (x) waterproof waste bag;
- (b) dressings - each of the following items must be sterile and individually wrapped in order to maintain sterility:
 - (i) 16 surgical gauze pads (7.5 cm squares),
 - (ii) 4 pads (7.5 cm X 10 cm, non-adhesive),
 - (iii) 32 adhesive dressings (2.5 cm wide),
 - (iv) 2 large pressure dressings,
- (c) bandages:
 - (i) 3 triangular bandages (1 m each),
 - (ii) 2 conforming bandages (10 cm each),
 - (iii) 2 rolls of 2.5 cm adhesive tape,
 - (iv) 1 roll of 7.5 cm elastic adhesive bandage,
 - (v) 2 rolls of 7.5 cm tensor bandage.

First Aid Kits Required: First Aid Kits must be provided in accordance with the following table

Total number of workers employed at workplace	Number of first aid kits that must be provided at workplace
24 or fewer	1
25 to 50	2
51 to 75	3
76 or more	4

Personal First Aid Kit for service vehicles and/or personal kits for wards and/or working alone:

- (a) 10 sterile adhesive dressings, assorted sizes, individually packaged;
- (b) five 10 cm X 10 cm sterile gauze pads, individually packaged;
- (c) a 10 cm X 10 cm sterile compress dressing, with ties;
- (d) five antiseptic cleansing towelettes, individually packaged;
- (e) a cotton triangular bandage;
- (f) a waterproof waste bag;
- (g) a pair of impervious disposable gloves;
- (h) a roll of 2.5 cm adhesive bandage tape.

First Aid Room must be provided at a workplace at which 100 or more workers per shift are employed to perform work that is not low hazard work. Contents of First Aid Room – see Schedule C, First Aid Regulations Part 5.



MEDICAL ASSISTANCE REPORT For non-medical facility/site

AED or FIRST AID / FIRST RESPONDER PROVIDER(s)	Date and Time Call Received	Injured (Name):
	Time AED Arrived Scene (if AED Used)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	Time Provider Arrived at patient	Age DOB: d/m/y
ORGANIZATION/SITE:		
Ambulance Service	Arrival Time at Patient	
DESCRIBE EVENT: (What happened? Treatment prior to arrival? Position found?)		
Allergies <input type="checkbox"/> Yes <input type="checkbox"/> No List allergies:	Medications <input type="checkbox"/> Yes <input type="checkbox"/> No With Patient <input type="checkbox"/> Yes <input type="checkbox"/> No	PAST MEDICAL HISTORY <input type="checkbox"/> Heart Attack <input type="checkbox"/> Angina <input type="checkbox"/> Asthma <input type="checkbox"/> Bronchitis <input type="checkbox"/> Emphysema <input type="checkbox"/> Diabetes <input type="checkbox"/> Seizures <input type="checkbox"/> Stroke <input type="checkbox"/> High Blood Pressure
AIRWAY / BREATHING Airway Opened <input type="checkbox"/> Yes <input type="checkbox"/> No Vital Signs: Pulse Time taken; Primary Survey: Checking for bleeds	CPR Arrest Witnessed <input type="checkbox"/> Yes <input type="checkbox"/> No CPR Started <input type="checkbox"/> Yes <input type="checkbox"/> No Time started:	DEFIBRILLATION AED used on patient <input type="checkbox"/> Yes <input type="checkbox"/> No # of shocks delivered _____ # No Shock indicated/check pulse _____ Signature of AED Operation: _____
OTHER PATIENT CARE:		
Blanket <input type="checkbox"/> Yes <input type="checkbox"/> No Splints <input type="checkbox"/> Yes <input type="checkbox"/> No Spinal Board <input type="checkbox"/> Yes <input type="checkbox"/> No	Dressing <input type="checkbox"/> Yes <input type="checkbox"/> No Cervical Support <input type="checkbox"/> Yes <input type="checkbox"/> No	
COMMENTS:		
PERSON COMPLETING THIS REPORT:		
Name:		Title:

NOTICE

FIRST AID FOR STAFF

LOCATION:

DESIGNATED FIRST AIDERS:

LOCATION OF:

First Aid Kit:

Eyewash Station(s):

Bottled Eyewash Station(s):

PROCEDURES:

Serious Accident And Injuries And Sudden Illness Requiring Emergency Treatment

Insert procedures specific to your facility/site/program/department

MINOR FIRST AID TREATMENT

For minor assistance always contact your local first aider or appointed person from the list displayed.

FOR YOUR INFORMATION: The Occupational Health Department is available for all matters related to your health at work.

**ALL ACCIDENTS AT WORK, HOWEVER MINOR, MUST BE REPORTED TO
YOUR SUPERVISOR OR MANAGER AND RECORDED**

FIRST AID KIT (PERSONAL) – CHECKLIST

Department/Ward: _____

Date of Incident: _____

- Incident/Near Miss Report Completed
 Incident/Near Miss Report Not Completed – Explain

CONTENTS	# Required	# Used	Date Item Ordered / Replenished		
			Ordered	Replenished	Initial
(a) sterile adhesive dressings, assorted sizes, individually packaged;	10				
(b) 10 cm X 10 cm sterile gauze pads, individually packaged;	5				
(c) 10 cm X 10 cm sterile compress dressing, with ties;	1				
(d) antiseptic cleansing towelettes, individually packaged;	5				
(e) a cotton triangular bandage;	1				
(f) a waterproof waste bag;	1				
(g) a pair of impervious disposable gloves;	1 pair				
(h) a roll of 2.5 cm adhesive bandage tape.	1				

FIRST AID KIT – CHECKLIST

Department/Ward: _____

Date of Incident: _____

- Incident/Near Miss Report Completed
 Incident/Near Miss Report Not Completed – Explain

CONTENTS	# Required	# Used	Date Item Ordered / Replenished		
			Ordered	Replenished	Initial
(i) a recent edition of a First Aid manual,	1				
(ii) a pair of impervious disposable gloves,	1 pair				
(iii) a disposable resuscitation mask with a one-way valve,	1				
(iv) a disposable cold compress,	1				
(v) safety pins,	12				
(vi) splinter forceps,	1				
(vii) 12 cm bandage scissors,	1 pair				
(viii) antiseptic swabs,	25				
(ix) waterless hand cleaner,	1				
(x) waterproof waste bag;	1				
(b) dressings - each of the following items must be sterile and individually wrapped in order to maintain sterility:					
(i) surgical gauze pads (7.5 cm squares),	16				
(ii) pads (7.5 cm X 10 cm, non-adhesive),	4				
(iii) adhesive dressings (2.5 cm wide),	32				
(iv) 2 large pressure dressings,	2				
(c) bandages:					
(i) triangular bandages (1 m each),	3				
(ii) conforming bandages (10 cm each),	2				
(iii) rolls of 2.5 cm adhesive tape,	2				
(iv) roll of 7.5 cm elastic adhesive bandage,	1				
(v) rolls of 7.5 cm tensor bandage.	2				