

Richard D. Steele Construction (1979) Ltd.

First Aid Policy

Supported by



PENINSULA

Richard D. Steele Construction (1979) Ltd.

1.0 POLICY STATEMENT

Richard D. Steele Construction 1979 Ltd. (the “Business”) is committed to complying with all of the provisions contained in the Ontario *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 and the Ontario *Workplace Safety and Insurance Act 1997*, S.O. 1997, c. 16, Sched. A, and the regulations thereto, and in particular, Ontario Regulation 1101, R.R.O. 1990 (First Aid Requirements) (“Regulation 1101”), as they are amended from time to time. This policy is intended to supplement the Business’s Health and Safety Program and General Policies manual.

This policy shall be interpreted in accordance with the foregoing laws and statutes. Should a dispute arise as to who is and who is not covered under the provisions of Regulation 1101, then it shall be governed by the applicable laws and legislation.

2.0 FIRST AID STATIONS AND FIRST AID BOXES

The Business shall at all times maintain a first aid station with a first aid box containing the following items based on the applicable worker count:

| Number of Workers On Any One Shift | 1 – 5 Workers | 6 – 15 Workers | 16 – 199 Workers |
|--|----------------------|-----------------------|-------------------------|
| Items Required | Number | Number | Number |
| A current edition of a standard St. John Ambulance First Aid Manual | 1 | 1 | 1 |
| Cards of safety pins | 1 | 1 | 24 |
| Basin (preferably stainless steel) | 0 | 0 | 1 |
| Adhesive dressings individually wrapped | 12 | 24 | 48 |
| Sterile gauze pads (3 inches square) | 4 | 12 | 48 |
| Rolls of gauze bandage (2 inches wide) | 2 | 4 | 8 |
| Field dressings (4 inches square) | 2 | 0 | 0 |
| Triangular bandage | 1 | 6 | 12 |
| Rolls of splint padding | 0 | 2 | 2 |
| Roll-up splint | 0 | 1 | 0 |
| Sterile surgical pads suitable for pressure dressings (individually wrapped) | 0 | 4 | 6 |
| Rolls of adhesive tape (1 inch wide) | 0 | 0 | 1 |
| Rolls of 1 inch gauze bandage | 0 | 0 | 1 |
| Pairs of non-latex gloves* (Recommended but not legally required) | 1 | 1 | 1 |
| CPR mask* (Recommended but not legally required) | 1 | 1 | 1 |

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The Business's first aid box shall be maintained in good condition at all times and shall be large enough so that each item is in plain view and easily accessible. Moreover, the expense of furnishing and maintaining first aid appliances and services shall be borne by the Business.

The Business's first aid station shall contain the following:

1. A first aid box containing the items set out above according to the appropriate worker count; and
2. A notice board displaying:
 - a. The Ontario Workplace Safety and Insurance Board's "In Case of Injury" poster (Form 82), as amended from time to time;
 - b. The valid first aid certificates of qualification of the trained workers on duty; and
 - c. An 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.

A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by law. Also, first aid stations shall be located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress.

3.0 FIRST AID PERSONNEL

The Business shall ensure that its first aid station is at all times in the charge of a worker who:

1. Is the holder:
 - a. A valid St. John Ambulance Emergency First Aid Certificate or its equivalent for workplaces with 5 or fewer workers.
 - b. A valid St. John Ambulance Standard First Aid Certificate or its equivalent for workplaces with more than 5 workers.
2. Works in the immediate vicinity of the first aid box.

4.0 TRANSPORTATION, CONSTRUCTION AND FARM SITES

For the purposes of this policy, and subject to applicable laws and legislation, the following shall be deemed to be places of employment:

1. A railway train, vessel or bus on a route, other than an urban or suburban route, on which a worker is employed;

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2. The central point from which bush workers are dispatched daily to work sites;
3. A vehicle being used by an employer to transport workers; or
4. The site of the construction, repair or demolition of a building.

Where the applicable place of employment is the site of construction, repair or demolition of a building, a first aid station shall be maintained in the time office for the project. Where there is no time office for the project, a first aid station shall be maintained in a vehicle or building at the site, along with a first aid box.

5.0 FIRST AID INSPECTIONS

The Business shall ensure that its first aid boxes and their contents are checked regularly, but no less than four (4) times a year, to ensure that they are in good working order. Inspections shall be completed using **Form A** found at the end of this document.

First Aid Inventory Inspection Record Form

| SELECT APPLICABLE INVENTORY (Check the appropriate box) | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
|---|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Number of Workers In Any One Shift | 1 – 5 Workers | | 6 – 15 Workers | | 16 – 199 Workers | |
| Items Required | Number | | Number | | Number | |
| A current edition of a standard St. John Ambulance First Aid Manual | 1 | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 1 | <input type="checkbox"/> |
| Cards of safety pins | 1 | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 24 | <input type="checkbox"/> |
| Basin (preferably stainless steel) | 0 | <input type="checkbox"/> | 0 | <input type="checkbox"/> | 1 | <input type="checkbox"/> |
| Adhesive dressings individually wrapped | 12 | <input type="checkbox"/> | 24 | <input type="checkbox"/> | 48 | <input type="checkbox"/> |
| Sterile gauze pads (3 inches square) | 4 | <input type="checkbox"/> | 12 | <input type="checkbox"/> | 48 | <input type="checkbox"/> |
| Rolls of gauze bandage (2 inches wide) | 2 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 8 | <input type="checkbox"/> |
| Field dressings (4 inches square) | 2 | <input type="checkbox"/> | 0 | <input type="checkbox"/> | 0 | <input type="checkbox"/> |
| Triangular bandage | 1 | <input type="checkbox"/> | 6 | <input type="checkbox"/> | 12 | <input type="checkbox"/> |
| Rolls of splint padding | 0 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 2 | <input type="checkbox"/> |
| Roll-up splint | 0 | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 0 | <input type="checkbox"/> |
| Sterile surgical pads suitable for pressure dressings (individually wrapped) | 0 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 6 | <input type="checkbox"/> |
| Rolls of adhesive tape (1 inch wide) | 0 | <input type="checkbox"/> | 0 | <input type="checkbox"/> | 1 | <input type="checkbox"/> |
| Rolls of 1 inch gauze bandage | 0 | <input type="checkbox"/> | 0 | <input type="checkbox"/> | 1 | <input type="checkbox"/> |
| Pairs of non-latex gloves | 1 | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 1 | <input type="checkbox"/> |
| CPR mask | 1 | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 1 | <input type="checkbox"/> |
| CONFIRM THAT THE CORRECT INVENTORY IS IN STOCK BY CHECKING THE APPROPRIATE BOX | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |

First Aid Inventory Inspection Record Form

| NAME OF INSPECTOR | SIGNATURE OF INSPECTOR | DATE OF INSPECTION (dd/mm/yyyy) |
|-------------------|------------------------|------------------------------------|
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