 <p>JOHN AARTS GROUP HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: First Aid		
	PREPARED BY: Health and Safety Team	COR Elements: 13	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	SIGNATURE: <i>Ryan Aarts</i>	# OF PAGES: 3	

FIRST AID REQUIREMENTS AND PROCEDURE

PURPOSE

The John Aarts Group has adopted this policy to ensure the ongoing health and safety of our staff, customers, and visitors. JAG will ensure that appropriate first aid supplies are maintained and accessible at all times, and that a trained and competent individual is on-site at all times.

SCOPE

The John Aarts Group is committed to meeting all legislative regulations regarding First aid facilities, training, records, and reporting under the Occupational Health and Safety Act (OHSA), and Regulation 1101 - First Aid Requirements, Workplace Safety and Insurance Act.

The John Aarts Group shall meet all legislative requirements regarding First Aid, including:

- JAG shall ensure that at least one person with appropriate first aid training is scheduled and present on every shift.
- The designated first aider will be available to render assistance at all times during that shift.
- A copy of the WSIB First Aid Poster (Form 82) will be posted in a high-visibility location.
- Injuries that occur in the workplace will be recorded and reported.
- JAG will investigate any and all accidents that result in injury.

The John Aarts Group will ensure that:

- Roles and responsibilities regarding First Aid are defined. Workers, supervisors and safety staff will be trained and educated in their respective roles.
- The first aid kit shall be located within quick and easy access for all employees.
- Each first aid kit shall be adequately stocked with supplies.
- First aid treatment records shall be kept.
- First aid certificates of all trained First-Aiders shall be posted.
- First aid kit inspections will be conducted on a regular schedule, and records of these inspections will be maintained.

John Aarts Group managers shall ensure that appropriate numbers of staff that have First Aid and CPR training are onsite and scheduled.

Training of all designated first aiders shall be the responsibility of JAG management.


Each John Aarts Group department shall ensure that first-aid kits:

- Are available in each building or area of a building, and in the appropriate number;
- First-aid kits are easily accessible and highly visible;
- Are available at each remote location where work is being performed;

John Aarts Group's Emergency procedures and Emergency phone numbers shall be posted.

First-aid kits shall be inspected quarterly (if necessary) and maintained by the designated first aiders who work in the vicinity of the area.

First-aid kits shall be restocked as needed with items as prescribed by the Regulation 1101 at the expense of the John Aarts Group.

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FIRST AID REQUIREMENTS AND PROCEDURE

JAG shall maintain an electronic database indicating the effective date of training and expiration date for all first aiders.

Regular First Aid courses will be scheduled for all first aiders who are scheduled for renewal or need a course.

First Aid Kit Requirements

JAG will stock all first aid kits as per the requirements laid out in Reg. 1101

First Aid Treatment

First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only.

As described by the WSIB, first aid includes, but is not limited to:

- Cleaning minor cuts, scrapes, or scratches;
- Treating a minor burn;
- Applying bandages and/or dressings;
- Applying a cold compress, cold pack, or ice bag;
- Applying a splint;
- Changing a bandage or a dressing after a follow-up observation visit.

PROCEDURE

Injury Occurs:

- In the event of an injury on at JAG place of business, first aid should be promptly delivered followed by treatment of a medical professional if necessary

First Aider/Supervisor Notified:

- The first person on scene – or if they are capable, the injured party – should notify JAG supervision, a qualified first aider; whoever they come upon first

Emergency Response Initiated (when required):

- If required, relevant emergency response/rescue plans will be initiated

First Aid Administered:

- Qualified first aider will administer first aid within their training and capability
- First aid inventory should be updated

Incident Report Produced:

- An incident report should be created and sent to health and safety at the earliest appropriate time after the incident

Investigation Launched (when required):

- If required a full investigation will be carried to determine the causes that lead to the injury


RESPONSIBILITIES

Senior Management:

- Review this procedure at least annually
- Ensure JAG operates in compliance with all applicable legislation and requirements

Managers:

- Coordinate with supervisors to ensure there are adequate first aid supplies
- Coordinate with supervisors to ensure there are an adequate number of trained first aiders on site

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FIRST AID REQUIREMENTS AND PROCEDURE

- Ensure location specific emergency procedures are in place
- Assist in investigations if required

Supervisors:

- Maintain adequate first aid stations
- Ensure all required documentation under this policy is completed as needed
- Ensure that all subcontractors and visitors are aware of this policy at the time of their site-specific orientation

Workers:

- Report all incidents to JAG supervision
- Be aware of the location specific emergency plans
- Work in compliance with all relevant legislation

Health and Safety Team:

- Ensure all first aid requirements are met when performing inspections
- Schedule first aid training for employees as required
- Conduct incident investigations when required

Health and Safety Committee/Rep:

- Review policies and procedures as required

Subcontractors:

- Review policies and procedures as required

Visitors:

- Review policies and procedures as required

REQUIREMENTS

Documentation:

- Reg. 1101
- Location Specific Emergency plans
- Occupational Health and Safety Act
- O.Reg 213/91
- O.Reg 851/90
- O.Reg 854/90

Training:

- First aid
- Location specific orientation

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by John Aarts Group.

REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.

DOCUMENT AND RECORD CONTROL

All documents and records generated from this procedure will be stored indefinitely on J-AAR's or HCSS' Servers