
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	3.14 First Aid			
	Revision Number: R0		Number of Pages: 3	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

FIRST AID REQUIREMENTS AND PROCEDURE

PURPOSE

J-AAR has adopted this policy to ensure the ongoing health and safety of employees, subcontractors, clients, and visitors. J-AAR will ensure that appropriate first aid supplies are always maintained and accessible, and that a trained individual is at a worksite, as required.

SCOPE

J-AAR is committed to meeting all legislative regulations regarding First Aid facilities, training, records, and reporting under the ***Occupational Health and Safety Act (OHS)***, and Regulation 1101 - First Aid Requirements-Workplace Safety and Insurance Act.

J-AAR shall meet all legislative requirements regarding First Aid, including:

- That at least one person with appropriate first aid training is scheduled and present on every shift.
- The designated First Aider will always be available to render assistance 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.
- Investigating all incidents that result in injury.

J-AAR 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.
- A list of qualified first aiders shall be posted.
- First aid kit inspections will be conducted on a regular schedule, and records of these inspections will be maintained.



J-AAR management shall ensure that an appropriate number of employees have First Aid and CPR training for each worksite.

Training of all designated first aiders shall be the responsibility of J-AAR management.

J-AAR 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.

J-AAR's Emergency Procedures and Emergency Contacts shall be posted, where appropriate.

 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	3.14 First Aid			
	Revision Number: R0		Number of Pages: 3	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

FIRST AID REQUIREMENTS AND PROCEDURE

First-aid kits shall be inspected quarterly (if necessary) and maintained by the designated first aiders who work in the vicinity of the area or by the health and safety team. First-aid kits shall be restocked as needed with items as prescribed by Regulation 1101 at the expense of J-AAR.

J-AAR 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, as per management’s direction and approval.

First Aid /CPR Treatment

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

This 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.
- Performing CPR.
- Using a defibrillator
- Attending to minor injuries

PROCEDURE

If the person is conscious:

- Report injury to supervisor/ first aider
- Supervisor and first aider to assess the level of injury
- If trained, perform first aid, and reassess
- Send for medical aid if necessary

If the person is unconscious:

- Call 911 for assistance
- Provide first aid until emergency response arrives

When EMS arrives:

- Guide arriving EMS personnel
- Assist as required
- Supervisor to notify top management of incident

In the absence of medical personnel, the supervisor will make arrangements to ensure transportation of an injured worker to a medical facility.



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

3.14 First Aid

Revision Number: **R0**

Number of Pages: **3**

Revision Date:

Approval Date:
10/01/2024

Effective Date:
10/01/2024

SIGNATURE:

FIRST AID REQUIREMENTS AND PROCEDURE

In the event of a Critical Injury, the supervisor must contact top management and the health and safety team immediately. Secure the scene and contact the Ministry of Labour by telephone immediately.
For all incidents, the supervisor must document it on HCSS.

Incident Report Produced

- An incident report must be created and sent to the health and safety team at the earliest appropriate time after the incident.
- First aid inventory needs to be updated.

Investigation Launched (when required):

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

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