



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: First Aid Program

Page 1 of 2

POLICY

It is the policy of Community Living Thunder Bay to provide a first aid program for all employees.

PURPOSE

To ensure that first aid is readily available for all staff in case of accident or injury.

To ensure that CLTB is in compliance with the Workplace Safety and Insurance Board Regulation 1101.

RESPONSIBILITY

It is the responsibility of the Joint Occupational Health and Safety Committee to ensure that this policy is implemented

Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC: First Aid Program

Page 2 of 2

PROCEDURE:

The Joint Occupational Health and Safety Committee will ensure a first aid station at each site contains the following:

- a) a fully equipped first aid box in the home, site and company vehicles
 - b) the WSIB poster - Form 82 is posted
 - c) a valid first aid certificate of qualifications of the trained workers on duty, are in the homes or in the sites, and
 - d) an inspection card for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection.
2. A worker who works in the immediate vicinity of the first aid box and who is qualified in first aid to the standards required by Regulation 1101 shall be in charge of the station.
 3. First aid stations are located in areas that are easily accessible to ensure access and prompt treatment of any injured worker.
 4. Transportation is provided to hospital, a doctor's office, or the worker's home if necessary.
 5. The appropriate treatment forms are completed and submitted to the Workplace Safety and Insurance Board within 72 hours of learning that the employee has been absent from regular work.
 6. There is an appropriate number of employees trained in First Aid and CPR to accommodate the requirements of Regulation 1101.