

Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC: First Aid Stations - Contents

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PROCEDURE:

1. In accordance with the Workplace Safety and Insurance Act, Regulation 1101, the Joint Occupational Health and Safety Committee will ensure that CLTB maintains the appropriate number of first aid stations.
2. First aid stations are inspected on a monthly basis by the Joint Occupational Health and Safety Committee, the Team Leader (Supervisor), and Workers of the home to ensure that the appropriate supplies are maintained. This is done by checking the monthly First Aid Station Checklist located in the Health & Safety Binder to ensure the appropriate number of items are on hand or have been ordered.
3. The inspection sheet shall be completed in the first week of the month. The inspection sheet shall be signed and dated and will remain in the H&S binder until Dec 31st of the current year. The inspection sheet will be signed and dated when the check is complete.
4. The Worker Representative is to note any items that are required to replenish the First Aid Station and complete a Supply Requisition form. This form will be forwarded to the Purchasing Agent to purchase the necessary supplies.