



AUTHORITY: Chief Operating Officer **RATIFIED BY:** Board of Directors
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RELATED DOCUMENTS:

- Injury/Illness Reporting Policy
- Appendix: First Aid Checklist
- Appendix: First Aid Log

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PURPOSE:

The purpose of this document is to outline how the USC administers the provision of first aid.

1.00 SCOPE

1.01 This policy applies to all USC employees, volunteers, and visitors.

2.00 DEFINITIONS

2.01 “**Qualified first aider**” is a holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent.

3.00 RESPONSIBILITIES

3.01 Any need for first aid treatment or supplies will immediately be reported by,

- (1) Employees to their managers.
- (2) Volunteers and visitors to their supervisors.

3.02 Anyone needing first aid treatment or medical care when working outside of regular business hours will call upon one of the following for assistance:

- (1) A first aid attendant who is also working at this time; or
- (2) Campus Police (911 or non-emergency ext. 83300)

3.03 A person accompanying an injured employee to follow-up care once first aid has been provided will

- (1) Ensure the employee has safely arrived and is under any appropriate care; and
- (2) Report on the status of such safe arrival and delivery into care to the USC Health & Safety Coordinator.

3.04 The primary first aid attendant or external safety equipment supply resource will ensure the following is completed

- (1) Inspecting the first aid kit to ensure it is adequately supplied at least once every three months;
- (2) Recording each inspection of the first aid box with the date, name/signature, and note of any used/missing supplies; and then
- (3) Immediately taking steps to replenish any used/missing supplies.

3.05 Managers will periodically check the First Aid Log in their areas of work to ensure they know about all nearby incidents.

4.00 PROCEDURES

4.01 First aid stations shall be so located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress.

(1) The first aid station for the main third floor office is in the staff lunch room by the Health and Safety Board.

4.02 A first aid kit shall contain as a minimum the first aid items required by Regulation 1101 of the Workplace Safety and Insurance Act and all items in the box shall be maintained in good condition at all times.

4.03 A qualified first aider must be on every shift, and work in the immediate vicinity of the first aid station.

4.04 The first aid attendant records in the First Aid Log all circumstances surrounding the incident as described by the injured employee. The treatment record includes: the date of the injury, time of the injury, the names of witnesses, and the nature and exact location of the treatment given. Each first aid station has its own First Aid Log.

4.05 The first aid certificate of any qualified first aid attendant who is on duty is posted on the notice board of their first aid station.

4.06 The USC will use

(1) a first aid room; and

(2) stretchers and blankets

which are located in [Student Health Services](#), room 11 in the UCC basement.

4.07 At the time an injury occurs, the injured worker's employer shall provide transportation for the worker (if the worker needs it) to a hospital or a physician located within a reasonable distance or to the worker's home. The employer shall pay for the transportation.

4.08 The preferred method of transportation is by taxicab.

4.09 In case first responder assistance is desired,

(1) The ambulance attendants or Student Emergency Response Team (SERT) will direct or provide transportation to further treatment.

(2) If the worker refuses transportation or additional medical attention then the employee will not be allowed to continue work until medical clearance is provided (by the first responders or other medical staff).

(3) The employee's supervisor (or a designate) will accompany the employee to the destination (e.g. hospital, doctor's office, home) to ensure the employee has safely arrived and is under any appropriate care, and to report this status to the Health & Safety Coordinator.

4.10 When first aid assistance is rendered, the Injury/Illness Reporting Policy will be followed. Begin by completing the Injury/Illness Reporting Form.

5.00 COMMUNICATION

5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.