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| Title: FIRST AID  | Date of Issue: September 2017 |
| Approved by: Kasey Janzen (President) | Review / Revise Date: June 2017 |
| Location: Safety Board in back shop, online (website)  |

**PURPOSE:**

This policy will review basic principles of first aid and the documentation and training required in workplace to meet the legislated requirements.

**LEGISLATION:**

First Aid Regulation 1101

**SCOPE:**

Owner Estimator Visitors Employees

Workers Office Manager H & S Coordinator Supervisors

President Sub Contractors Managers Service Tech.

Apprentice Journeymen

**DEFINITIONS:**

First aid includes but is not limited to:

Cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after

a follow-up observation visit and any follow-up for observation purposes only.

**POLICY:**

First Aid is the first response that companies have to offer workers who injure themselves in the workplace. It is important to Castle Plumbing & Heating Inc. that all workers understand the value of First Aid training in and outside the workplace.

It is Castle Plumbing & Heating Inc’s expectation that supervisors and two (2) office workers will participate in a Standard First Aid Course. Prompt and correct treatment of injuries, both on and off the job, will reduce pain and suffering and may save lives.

Basic first aid concentrates on breathing, bleeding, and burns.

**FIRST AID RESPONSES:**

**Bleeding:**

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If injured person is bleeding from an external wound, control bleeding immediately:

1. Apply direct pressure to the wound with a clean, preferably lint-free dressing. Never attempt to remove the impaled object from the wound.
2. Lay the injured person down in a comfortable position. Do not let the injured person fall into a state of sleep.
3. Elevate the injured body part if possible.

**Burns:**

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1. For minor burns, immerse or flush area with cool water. Cover the burn area with a clean, lint-free, loose dressing and get medical help.
2. For serious burns, cover the injured area with clean, damp dressings, and get medical help. Do not apply creams, lotions, or ointments.
3. Do not prick blisters.
4. Do not pull clothing stuck to the burned areas.

**Breathing:**



If the injured person is not breathing, start artificial respiration immediately. There are various methods but the most effective is mouth-to-mouth technique outlined in literature from training agencies.

 **Cardiopulmonary Resuscitation (CPR):**

 In addition to restoring breathing, it may be necessary to restore an injured person’s heartbeat. This may be done by CPR, for which special training is required. Do not attempt CPR unless you have been trained to do so.

 St. John Ambulance suggests 30 compressions and 2 breaths

 For those hesitant to perform ventilation, then compression only works. Push hard and fast on the centre of the chest at a rate of around 100 times per minute.

**Shock (Non-Electric):**

Persons suffering from serious injuries may lapse into shock. Signs of shock include drowsiness, paleness, disoriented, clammy skin, and weak pulse. Medical help is required.

1. Reassure the injured person that help is coming.
2. Place the injured person in a comfortable position that allows for easiest breathing.
3. Loosen clothing around neck, waist, and chest.
4. Keep the injured person warm.
5. Watch for signs of breathing trouble.

**Extreme Temperature (Cold):**

The human body senses and compensates for temperature changes. When the body can no longer compensate for these changes, other procedures must be instigated – such as protective clothing, altered work procedures, artificial heat or wind barriers, etc.

1. Hypothermia results when body continues to lose heat and core body temperature drops
2. Involuntary shivers begin
3. Shivers are the body’s way of attempting to produce more heat and it is usually the first warning sign of hypothermia.
4. Can occur in temperatures well above freezing
5. How cold body gets depends on many factors, not just air temperature
6. Heat loss from convection (wind-chill) is probably greatest and most deceptive factor in loss of body heat
7. When air is still and temperature is minus 10 C, body will feel cool given same temperature and a wind of 40 km/hr it will feel bitterly cold.
8. If body has got wet either through rain or submersion in water, likelihood of hypothermia is greatly increased
9. Wind chill index is probably best known and most used of cold-stress indexes
10. Supervisors should consult wind chill index
11. Dead air space between warm body and clothing and outside air is essential
12. Many layers of relatively light clothing with an outer shell of windproof material maintain body temperatures much better than a single heavy outer garment worn over ordinary indoor clothing
13. Make sure clothing allows some venting of perspiration since wet skin will freeze more rapidly than dry skin
14. Be careful of skin contact with metal objects
15. When stranded during a storm in vehicle, it is better to stay with the vehicle. Be careful of carbon monoxide if the motor is running.
16. The insulation can be taken from vehicle seats and stuffed in clothing
17. If travel is in areas where storms are frequent, emergency supplies should be carried to meet any weather conditions (i.e. food, blankets, shovel, candles and cell phone or communication device when possible).
18. If worker is traveling into remote areas, someone at office should be aware of the travel plans.

**Treatment:**

* Move person out of cold and out of wind
* Cover exposed skin with covers – make sure head is well insulated
* Sit or lie person down
* Seek medical attention

**Extreme Temperature (Heat)**

Normal body temperature is 37-C (98.6-F). A healthy person acclimatized to their environment can maintain a normal temperature by conserving heat in cold and by dissipating heat when it is hot.

When a person is in poor health or is exposed to extreme heat, maintaining a temperature balance stresses the body. Prolonged exposure can cause heat cramps, heat exhaustion, or heatstroke.

A healthy person adapts more readily to hot climates, but everyone needs to moderate physical activities, maintain body fluids, and guard against over-exposure.

**Heat Cramps** are painful muscle spasms of the legs and abdominal muscles. They occur when the muscle is dehydrated due to vigorous exercise.

**Treatment:**

1. Place the injured worker at rest in a cool place.
2. Give the conscious person drinks with electrolytes and carbs, as much as they want
3. If cramps don’t go away, seek medical aid.

**Heat Exhaustion** occurs when excessive sweating causes a depletion of body fluids and when conditions prevent evaporation of sweat to cool body. This critical occurrence may cause the internal organs or the brain to shut down to protect them. All workers should be aware of the symptoms of heat exhaustion. The symptoms of heat exhaustion may include dizziness, fatigue, and slurred speech

**Treatment:**

1. Place the injured person in a cool place
2. Loosen tight clothing
3. Give the conscious person drinks with electrolytes and carbs unless they vomit – then seek medical right away
4. Remove excessive clothing.
5. Place unconscious injured person in recovery position.
6. Transport to medical aid.

**Heatstroke** occurs when there is prolonged exposure to a very hot environment with poor ventilation or overexposure to the hot sun. Sweating ceases, temperature rises rapidly and can be fatal unless the body temperature can be lowered to near normal. High body temperatures, fatigue, slurred speech, dizziness and hot dry skin indicate heatstroke. In some cases an injured person of heat stroke may begin to shiver. The high internal body temperatures may cause the internal organs and the brain to shut down to protect them against the heat.

**Treatment:**

1. Place person in a cool place.
2. Remove excess clothing.
3. Place person in cool bath or sponge with cold water or cover with wet sheets
4. Monitor body temperature closely.
5. Monitor breathing.
6. Transport to medical aid in a cool conveyance.

**POSTING REQUIREMENTS:**

Office / Shop / Job Site:

Along with a First Aid Kit, a notice board must be set up indicating:

* WSIB Form 82
* Valid First Aider Certificates, working in close proximity to the Kit, must be posted in a conspicuous place
* Inspection card with spaces for recording the date of the most recent inspection of the First Aid Kit with signature of person performing inspection



1. Regulation 1101 sets the minimum requirements for implementation of First Aid in the workplace.
2. A copy of First Aid Regulation 1101 will be available to each Supervisor in each First Aid Kit
3. Supervisors must be familiar with the Regulation to ensure that they have the correct Kit for the number of workers



WSIB Form 82: In Case of Injury Poster will be posted:

1. The poster entitled In Case of Injury at Work (Form 82) must be displayed at the first aid station
2. The poster outlines the responsibilities and obligations of both employer and worker when an accident occurs on the job.
3. At the office, Shop, Warehouse, Site Trailer
4. On job sites - posted by the General Contractor
5. On the First Aid Kit in each vehicle – (peel and stick version) \*\*order from WSIB \*\* - On the back panel of vehicles

FIRST AID ATTENDANTS:

* Names must be posted in Office and in site trailer
* Be certified (see Training below)
* Must work in close proximity to First Aid Kit or Station
* Must record information on the First Aid Log
* Must arrange transportation to a medical facility IF unable to render First Aid
* For those who work in teams of two or more, there should be one valid First Aid Attendant available on site.

FIRST AID KITS:

* The Regulation must be consulted so that the correct Kit is purchased
* Size and contents will vary (refer to Regulation 1101) to suit the needs and numbers of workers on site
* If one person is designated as the First Aid Attendant, they must work in the immediate vicinity of the First Aid Kit.
* Orientation and Site Orientation will cover:
	+ Names of current First Aid Attendants
	+ Location of First Aid Kits
	+ Forms to be filled in when using First Aid Kit – how to fill them in and the importance of providing that information
* Every worker shall know where closest First Aid Kit is located and who is First Aid & CPR trained.
* For Castle Plumbing & Heating Inc., First Aid Kits will be available at:
	+ - Office
		- Vehicles
		- Job site trailer
		- Shop
* All workers will know the location of each First Aid Kit prior to commencing work via Site Orientation
* Kits will be readily available to workers and no worker will be denied access to a Kit

NOTE:

In addition to the prescribed content for a first aid box, the following must be included:

* non-latex gloves in varying sizes
* CPR mask (barrier device)

Quantities of first aid supplies may be increased to suit the needs of the workplace.

Do not include:

* Medications
* Ointments
* Equipment outside of the scope of first aiders should not be in first aid boxes

Vehicles:

* A First Aid Kit must be in a vehicle transporting workers

Job Sites:

* First Aid station shall be maintained in the site trailer for the project
* If there is no site trailer, then a First Aid station shall be maintained in a company vehicle or a building on site
* If a General Contractor is in charge of a site, then it is their responsibility to maintain a site First Aid station

Heavy / maintenance equipment:

* If a First Aid station isn’t readily available to workers, then we will equip the equipment with a First Aid Kit

FIRST AID TREATMENT LOG:

Every time first aid treatment is administered or an item from the Kit is used, the information must be recorded in the First Aid Treatment Log along with sign off. The Log will be available in each Kit.

ALL First Aid Kit use must be documented to allow our company to:

* Follow up on the person’s condition
* Verify that an incident did occur should they require further medical treatment
* Track the types of incidents requiring First Aid treatment
* We encourage all workers to use the First Aid Kit to prevent infection or further injury

Log record must show:

1. Name of person using Kit
2. Date of injury/treatment
3. What treatment was rendered
4. Where treatment was rendered
5. Time of injury/treatment
6. Name of the person who provided the treatment
7. Name of any witnesses to injury

NOTE:

All non-medicals should also be reported on the form. Non-medicals are considered as the following:

Worker moves wood, experiences twinge in back, does not seek medical, continues to work, modifies work for 2 days, returns to full duties on 3rd day. There is NO First Aid and there is NO medical but this event still needs to be recorded.

NOTE:

All supplies used from First Aid Kits must be recorded, even if worker has cut their finger outside work. All First Aid supplies that are used for injuries incurred outside work must be noted.

NOTE:

Injuries requiring medical treatment (hospital, urgent care, medical care provider etcetera) must be reported to WSIB on Form 7 (see RTW Policy)

FIRST AID INSPECTION RECORD:

* All First Aid Kits will be inspected every 3 months by H&S Coordinator or designated competent worker
* All information will be recorded on the First Aid Inspection Record - includes the date of inspection and signature of the inspector
* Supervisor ‘can’ delegate the responsibility to a competent worker in the case of Vehicle First Aid Kits
* If the inspection is performed by a worker, then the worker must be trained by a Supervisor to fill out the First Aid Inspection Record appropriately, prior to performing this inspection.
* Contents of First Aid Kit shall be inspected minimum of once every three months (ideally, once every month) to ensure the contents comply with First Aid Regulations by JHSC
* All First Aid Kit Forms will be returned to the Office and the JHSC will review the use of Kits to determine where injuries are coming from at each JHSC Meeting
* The review of the First Aid Logs and Inspections must be a standard Agenda item for the JHSC meetings

The First Aid Inspection Record will include:

1. Date of inspection
2. Location of First Aid Kit
3. Supplies required or not
4. Signature of person performing the inspection
5. The type of supply required
6. Signature that the Kit has been filled
7. Date the Kit was filled
* If supplies are needed then Supervisor should indicate this on the Form
* Form must be returned to the Office immediately so that supplies can be ordered
* Office will place the order and ensure that Supervisor is notified once supplies are received
* Supervisor will ensure that the supplies are returned to the First Aid Kit immediately upon receipt of items and sign off that the supplies have been placed in the Kit.

GENERAL CONTRACTORS:

General contractors will conduct Site Orientation so that the following can be identified by Castle Plumbing & Heating Inc. workers:

 a. First Aid Attendants

 b. Location of First Aid Kits

 c. General First Aid measures

 d. Emergency Response Plan

TRANSPORTATION:

NOTE:

At no point in time should the injured worker attempt to drive for medical attention.

Injured workers should be accompanied at all times.

If First Aid is not an appropriate response for the injured worker, Castle Plumbing & Heating Inc. will provide transportation to:

* 1. Hospital
	2. Medical facility (urgent care)
	3. Medical practitioner
	4. Injured worker’s home after medical attention is administered

Via:

1. Ambulance
2. Another worker/ Supervisor
3. Taxi

The injured worker will be accompanied by First Aid Attendant, supervisor or another worker at all times throughout the process.

REFUSAL OF TRANSPORTATION:

If the injured worker refuses transportation, Castle Plumbing & Heating Inc. will attempt to:

* Identify transportation method of injured worker’s choice
* Reiterate the importance of accepting transportation to the hospital or areas listed above and:
	+ Call 911 for ambulance / paramedic attention on site
	+ Refuse the injured worker from working until medical clearance is provided

TRANSPORTATION - RESPONSIBILITY:

Responsibilities of person travelling with injured worker:

* Continue to administer First Aid, if required
* Ensure ‘Injury Package’ is taken (see RTW Policy)
* Maintain contact with Senior Management of Castle Plumbing & Heating Inc. providing updates until and when the worker has reached their destination (home, hospitalization etc)
* Return to Castle Plumbing & Heating Inc. (in person, via fax) follow-up and complete injury/incident documentation

For more details on WSIB requirements for Return to Work, see Return to Work Program Development Policy

**ROLES AND RESPONSIBILITIES:**

Senior Management / JHSC / H & S REP:

* Order the appropriate First Aid Kits for Castle Plumbing & Heating Inc.
* Will review the First Aid Treatment Log and the First Aid Inspection Record every 6 months.
* By reviewing the above information, it can assist in identifying workers with high use (may not be using PPE), similar types of injuries (aid in prevention) and review processes with a goal to creating a safer workplace.
* Will provide training to workers to ensure that they understand how to fill out the forms properly.

Supervisors:

* Ensure that workers complete the Forms
* Inspect the Kits on a scheduled basis
* Complete Forms for JHSC and Senior Management analysis
* Appoint competent workers to complete Forms
* Provide training to workers on how to complete First Aid Kit Forms

Workers:

* Record all usage of First Aid Kits
* Take all scheduled First Aid Training
* Are reminded that First Aid training can assist in situations outside work

Third Party:

* Will be consulted for First Aid training and providers of Kits to ascertain Castle Plumbing & Heating Inc. requirements under the Regulation (for the size of the company).

First Aid Attendants:

* Continue to update the Certification so that it is always current

**TRAINING:**

* First Aid Training for Workers Regulation 1101 requires all employers to ensure that First Aid boxes and stations are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the WSIB. (i.e.: St John Ambulance)
* H & S Coordinator will provide training on a) how to complete forms b) inspection of Kits to Supervisors
* Castle plumbing & Heating Inc. will pay for all First Aid Training.
* All workers will be encouraged to participate in training.
* may have to attend training in the evening or on weekends
* New workers will be trained in the location of First Aid Kits and the importance of filling out the First Aid Log when using First Aid supplies by Senior Management or a supervisor at Orientation

**EVALUATION:**

* As indicated above, Senior Management will review the First Aid Log and the First Aid Inspection Record every 6 months.
* The First Aid Inspection Record will be monitored for completion and analyzed by Senior Management and JHSC on an annual basis.
* JHSC will ensure that First Aid Kits are inspected on a minimum of a quarterly basis and will reflect the findings in the JHSC Minutes
* By reviewing the above information, it can assist in identifying workers with high use (may not be using PPE), similar types of injuries (aid in prevention) and review processes with a goal to creating a safer workplace.
* Workers will be randomly quizzed regarding location of kits, identification of First Aid Attendants, recording requirements etcetera.

**FORMS:**

Copies of Training Certificates and Cards First Aid Log

Monthly Injury Report First Aid Kit Inspection Form

**REFERENCE MATERIAL:**

Regulation 1101 – WSIB – MOL (Bill 160- training amendments)

WSIB Workwell Audit

This policy is courtesy of Safety Works Consulting Inc.