

WSIB FIRST AID PROGRAM: DUTIES AND RESPONSIBILITIES FOR EMPLOYEES

DUTIES OF CERTIFIED FIRST AID PERSONNEL

- Attend a First Aid session to obtain certification (valid for 3 years).
- Ensure your current First Aid Certificate is posted at the nearest First Aid Station.
- Respond to first aid emergencies and arrange medical assistance (ext. 9-1-1) unless injury is so minor it can be handled without attention from a health professional.
- Perform appropriate first aid (within the limits of your training) until medical assistance arrives.
- Record relevant information into the First Aid Record log found within the first aid kit, and report depleted first aid supplies to the First Aid Station Representative for reordering.
- Ensure your training remains current. To maintain your certification, attend the recertification training course prior to your certificate expiry.
- If you are transferred to another building location or department please notify Health & Safety at ext. 4521 or ext. 4547.

*Please note that the Good Samaritan Act protects persons from liability in respect of voluntary emergency medical or first aid services. This law says that when you act reasonably as a first aider under emergency conditions, you cannot be held responsible for an injury or resulting damages.

DUTIES OF THE FIRST AID STATION REPRESENTATIVE (Kits Inspected by Department)

- Place first aid kit in an appropriate location that is accessible to ALL EMPLOYEES at all times.
- Post a sign indicating "First Aid Station" in the area of the kit.
- Post copies of first aid certificates on or beside the kits for all valid first aid personnel in the vicinity of the first aid station.
- Post the current year's inspection form inside or beside the kit to initial during your inspections.
- Ensure the first aid station kits are inspected every 3 months at a minimum (January, April, July and October recommended).
- Check the condition of first aid stations regularly in between inspections to ensure items are stocked. If items are needed between inspections, place order to replenish supplies.
- When first aid supplies are received, restock supplies neatly within the kit.
- Send the completed inspection forms at the end of the year to Health & Safety to verify quarterly inspections are complete.

DUTIES OF THE DEPARTMENT HEAD / DIRECTOR

- Designate an employee to be the First Aid Station Representative
- Encourage certified first aid personnel in your department to keep their first aid certification current.
- Communicate with the members of the department the name and location of their First Aid Station Representative, certified First Aid personnel, and the location of their kit. This should be done at least annually and whenever there is a change.
- Ensure that new members of the department are aware of the First Aid program.

DUTIES OF HEALTH & SAFETY

- Contact each department for the name of their First Aid Station representative.
- Provide Standard First Aid / CPR training sessions each year to ensure adequate coverage for all buildings.
- Maintain records for the employer of the names of the First Aid Station representatives, certified first aid personnel, certificate expiry dates, and kit locations.
- Liaise with First Aid kit inspector to ensure all kits are being inspected per Regulation 1101.