

Introduction

This brochure is about the first aid requirements of the *Workplace Safety and Insurance Board* (WSIB). It contains the law (Regulation 1101) and the policy on first aid. It also includes a list of first aid trainers as of December 2000.

All employers covered by the *Workplace Safety and Insurance Act (the Act)* are required to have first aid equipment, facilities, and trained personnel in all workplaces. Regulation 1101, incorporated into the *Workplace Safety and Insurance Act*, states what each employer is obligated to provide. It is printed below.

Some of the requirements of Regulation 1101 are explained in further detail starting on page 11: guidelines for the content of first aid boxes ; a description of the poster known as Form 82 entitled *In Case of Injury at Work* ; and how to arrange first aid training for workers .

Section 82 of the *Workplace Safety and Insurance Act* authorizes the Workplace Safety and Insurance Board (the Board) to surcharge employers who do not comply with these first aid requirements.

Regulation 1101 First Aid Requirements

- 1** (1) A first aid station shall contain,
- (a) a first aid box containing the items required by this Regulation; and
 - (b) a notice board displaying,
 - (i) the Board's poster known as Form 82
 - (ii) the valid first aid certificates of qualification of the trained workers on duty, and
 - (iii) an inspection card with spaces 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 first aid station shall be in the charge

of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation.

(3) 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.

2 (1) A first aid box shall contain as a minimum the first aid items required by this Regulation and all items in the box shall be maintained in good condition at all times.

(2) The box shall be large enough so that each item is in plain view and easily accessible.

3 Every employer shall at all times keep posted in other conspicuous places in the place of employment the Board's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.

4 The expense of furnishing and maintaining first aid appliances and services shall be borne by the employer.

5 Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.

6 Employers shall inspect first aid boxes and their contents at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.

7 The Board or its appointees may make inspections of first aid stations, appliances, services and records.

First Aid Requirements

8 (1) Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box

containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) dressings consisting of,
 - (i) 12 adhesive dressings individually wrapped,
 - (ii) 4 sterile gauze pads, 3 inches square,
 - (iii) 2 rolls of gauze bandage, 2 inches wide,
 - (iv) 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
 - (v) 1 triangular bandage.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
- (b) works in the immediate vicinity of the station.

9 (1) Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) dressings consisting of,
 - (i) 24 adhesive dressings individually wrapped,
 - (ii) 12 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 2-inch gauze bandage,
 - (iv) 4 rolls of 4-inch gauze bandage,
 - (v) 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (vi) 6 triangular bandages,
 - (vii) 2 rolls of splint padding, and
 - (viii) 1 roll-up splint.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
- (b) works in the immediate vicinity of the box.

10 (1) Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid station with a first aid box containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 24 safety pins;
- (c) 1 basin, preferably stainless steel; and
- (d) dressings consisting of,
 - (i) 48 adhesive dressings, individually wrapped,
 - (ii) 2 rolls of adhesive tape, 1 inch wide,
 - (iii) 12 rolls of 1-inch gauze bandage,
 - (iv) 48 sterile gauze pads, 3 inches square,
 - (v) 8 rolls of 2-inch gauze bandage,
 - (vi) 8 rolls of 4-inch gauze bandage,
 - (vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (viii) 12 triangular bandages,
 - (ix) splints of assorted sizes, and
 - (x) 2 rolls of splint padding.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
- (b) works in the immediate vicinity of the box.

First Aid Requirements (Regulation 1101)

First Aid Room

- 11** (1) Every employer employing 200 or more workers in any one shift at a place of employment shall provide and maintain a first aid room equipped with,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) instruments consisting of,
 - (i) dressing scissors,
 - (ii) dressing forceps,
 - (iii) safety pins,
 - (iv) graduated medicine glass,
 - (v) tongue depressors, and
 - (vi) applicators, cotton-tipped;
 - (c) denatured ethyl alcohol;
 - (d) dressings consisting of,
 - (i) adhesive dressings, individually wrapped,
 - (ii) sterile gauze pads of assorted sizes, individually wrapped,
 - (iii) gauze bandages of assorted sizes,
 - (iv) adhesive plaster,
 - (v) absorbent cotton,
 - (vi) triangular bandages,
 - (vii) splints of assorted sizes, and
 - (viii) splint padding; and
 - (e) furnishings consisting of,
 - (i) hot and cold running water,
 - (ii) 3 washbasins, preferably stainless steel,
 - (iii) 1 instrument sterilizer,
 - (iv) 1 cabinet for surgical dressings,
 - (v) 1 enamel foot bath,
 - (vi) 1 sanitary disposal receptacle with lid,
 - (vii) 1 first aid box containing as a minimum the items required by subsection 9 (1), for use by the attendant at the scene of an accident before the patient is moved to the first aid room or general hospital, (viii) 1 couch curtained off or in a separate cubicle,
 - (ix) 1 stretcher, and
 - (x) 2 blankets.
- (2) The employer shall ensure that the first aid room is in the charge of,
- (a) a registered nurse; or
 - (b) a worker who,
 - (i) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent,

- (ii) works in the immediate vicinity of the first aid room, and
 - (iii) does not perform other work of a nature that is likely to affect adversely his or her ability to administer first aid.
- (3) The certificate referred to in sub clause (2)(b)(i) shall be prominently displayed in the first aid room.

12 Where the first aid station referred to in section 9 or 10 or the first aid room referred to in section 11 is not easily accessible in order to provide prompt treatment of any worker, an additional first aid station or stations shall be established to comply with subsection

Transportation, Construction, Farm and Bush Sites

- 13** For the purposes of section 8, 9, 10 and 11,
- (a) a railway train, vessel or bus on a route, other than an urban or suburban route, on which a worker is employed;
 - (b) the central point from which bush workers are dispatched daily to work sites;
 - (c) a vehicle being used by an employer to transport workers; or
 - (d) the site of the construction, repair or demolition of a building, shall be deemed to be a place of employment.

- 14** (1) Where the place of employment is the site of construction, repair or demolition of a building, a first aid station shall be maintained in the time office for the project.
- (2) Where there is no time office for the project, a first aid station shall be maintained in a vehicle or building at the site and section 1 applies.

15 Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by this Regulation in respect of the workers in the same manner as if the general contractor were the employer of the workers.

First Aid Requirements (Regulation 1101)

16 (1) Every employer of bush workers or farm workers, or both, shall provide at a central location a

first aid box containing,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins;
- (c) dressings consisting of,
 - (i) 16 adhesive dressings, individually wrapped,
 - (ii) 6 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 3-inch gauze bandage,
 - (iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and
 - (v) 4 triangular bandages.

(2) Every employer using a vehicle to transport workers shall equip the vehicle with a first aid box

containing,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins;
- (c) dressings consisting of,
 - (i) 16 adhesive dressings, individually wrapped,
 - (ii) 6 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 3-inch gauze bandage,
 - (iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and
 - (v) 4 triangular bandages.

(3) The employer of workers engaged in transporting goods outside an urban area in a vehicle shall equip

the vehicle with a first aid kit containing,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) dressings consisting of,
 - (i) 12 adhesive dressings, individually wrapped,
 - (ii) 1 four-inch bandage compress,
 - (iii) 2 two-inch bandage compresses, and
 - (iv) 1 triangular bandage.

(4) Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not readily available to him or her in the event of an

accident, the employer shall equip the machinery with a first aid kit containing the items required by subsection (3).

(5) A bus operated on a route other than an urban route shall be equipped with a first aid kit containing the items required by subsection (3).

(6) Motive power units of all railways other than units used in yard service shall be equipped with a first aid box equipped with the items required by subsection (2).

Guidelines for Contents of First Aid Boxes

First aid boxes, to be available at all places of employment, provide workers who have first aid training with the equipment they need to offer emergency first aid service quickly and safely. Sections 8, 9, 10, 11 and 16 of Regulation 1101 list the items that must be included in the first aid boxes in workplaces of different types and sizes. The quantities of any item specified may be increased to suit the needs of a particular workplace.

In a location where a physician or registered nurse is available, the employer may authorize them to expand the contents of the first aid boxes. Unnecessary equipment, or equipment that may deteriorate (for example, adhesive tape) or that is potentially dangerous (for example, greasy ointments) should not be included in a first aid box. Section 6 of the Regulation requires that the boxes and their contents be checked regularly, four times a year, to ensure that everything is in good order.