



# First Aid

## 1. Purpose:

Provide guidance on how to maintain a First Aid Program in the Teaching Laboratories and Administrative Offices in compliance with Ontario Regulation 1101 of the Workplace Safety and Insurance Act. This includes provision, maintenance and inspection of first aid stations as well as training and certification requirements for first aiders.

## 2. Scope:

Staff, Faculty, Postdoctoral Fellows, Graduate Students, Undergraduate Research Students, Volunteers and visitors who require or provide first aid treatment in the Teaching Laboratories or Administrative Offices in the Department of Chemical and Physical Sciences (CPS).

## 3. Prerequisites:

Must hold a valid first aid certificate to administer first aid and maintain a first aid station.

## 4. Introduction: *(Taken Directly from UofT EHS Office)*

The purpose of the First Aid Program is to ensure employees at the University of Toronto receive appropriate first aid treatment in the event of an injury. All employers who are subject to the Occupational Health and Safety Act must comply with R.R.O. 1990, Regulation 1101: First Aid Requirements under the Workplace Safety and Insurance Act, 1997.

## 5. Responsibilities: *(Taken Directly from UofT EHS Office)*

### 5.1 All Chairs/Directors

Chairs/Directors have the following responsibilities:

1. To ensure appropriate first aid stations are provided;
2. To ensure trained first aider(s) are assigned to each first aid station; and
3. To ensure first aid supplies are provided, maintained, and inspected. Please note that to meet the Regulation 1101 first aid obligations under WSIA, workplaces have the option of

supplying either the Regulation 1101 First aid kit requirements or CSA Z1220-17 First aid kits for the workplace.

## **5.2 Primary Investigators (PIs)/Managers**

Primary Investigators (PIs)/Managers have the following responsibilities:

1. To ensure locations of first aid stations and their assigned first aider(s) are communicated to all staff under their supervision;
2. To arrange appropriate first aid provisions for individuals working in isolation (e.g., alone or working outside normal work hours);
3. To follow U of T procedures for Accident / Incident Reporting (<https://ehs.utoronto.ca/report-an-incident/>);
4. To set-up the first aid station in an easily accessible area close to the responsible first aider(s);
5. To ensure the name of each first aider and their valid training certificate or card is posted in a conspicuous place close to the first aid station;
6. To ensure the WSIB “In Case of Injury” at Work Poster outlining the necessity of reporting all accidents and receiving first aid treatment is posted;
7. To complete first aid kit risk assessment/hazard assessments and
8. To arrange for transportation (e.g., ambulance or taxi) of the injured individual if necessary to receive further medical treatment.

## **5.3 University Faculty, Staff, Students & Non-University Visitors and Contractors.**

University faculty, staff, students and non-University visitors and contractors have the following responsibilities:

1. To report all incidents, accidents or first aid treatment to their supervisors/managers;
2. To utilize the first aid services provided if necessary; and
3. To follow emergency procedures.

## **5.4 First Aiders**

First Aiders have the following responsibilities:

1. To respond to first aid emergencies within the limits of their training;

2. To obtain and maintain a valid First Aid Certificate issued by a training agency recognized by the WSIB (<https://www.wsib.ca/en/providers-approved-deliveremergency-and-standard-first-aid>);
3. To follow appropriate emergency procedures and provide interim first aid until medical services arrive (if applicable);
4. To be in charge of a first aid station and inspect the first aid box and its contents at least every three months (or four times per year) and replenish the supplies as needed. The inspection card / checklist (Appendix A) for the first aid box should be signed and dated; and
5. To keep a record, indicating the date, time and nature of the first aid treatment given to any injured person. This is captured in the on-line Accident /Incident eForm.

## **6. First Aid Stations and Boxes:** *(Adapted from UofT EHS Office)*

### **6.1 First Aid Stations**

- A first aid station must contain:
  - First aid box
  - Notice Board displaying
    - WSIB “In Case of Injury” at Work [Poster](#)
    - Checklist log (See Appendix A) (including names of First-Aid Responders)
- A first aid station should be placed in the care of an individual who has a valid first aid certificate.
- First aid stations should be located in an area that is easily accessible at all times.
- Each first aid station should be clearly marked by signage that is visible from a distance.
- The station should be near an accessible communication system that will be able to connect with emergency services personnel for escalation.

### **6.2 First Aid Boxes**

- All boxes must contain at minimum the first aid items required by Regulation 1101. First aid boxes will follow Regulation 1101 for 16-199 workers. (See Appendix A)
- All items must be in good condition.
- Personal protective equipment (e.g., CPR mask and non-latex gloves) as prescribed by the first aid training should also be included in the first aid box.
- All items must be in plain view and easily accessible.
- First aid boxes and their contents must be inspected following any first aid incident and at minimum every three months by the individual(s) in charge of the first aid station to ensure that supplies are maintained in good condition and replenished if necessary. An

[inspection card/ checklist](#) (See Appendix A) must be signed and dated after each inspection.

### **6.3 First Aid Boxes Locations:**

Floor plans showing the location of these kits can be found in Appendix B.

#### **Administrative Staff Hallway:**

DV4059A Mailroom

#### **Earth Sciences Teaching Labs:**

DV1159 Cabinet above back corner sink

DV1162 Cabinet above back corner sink

#### **Chemistry Teaching Labs:**

DV3001 Bookshelf

DV3007 Prep Room Counter

DV3007A Prep Room Desk

DV3065A Bookshelf

DV3065C Podium

DV3068 Tech Office

DV3075C Podium

DV3075F Podium

#### **Physics Teaching Labs:**

DV1106L Prep Room

## **7. Procedures:**

### **7.1 Certified First Aiders**

Certified first aiders should follow the procedures below:

#### **7.1.1 Non-life threatening Injuries**

1. Provide first-aid per training. You can also call ECSpERT at (905) 569-4925 for assistance from September to April. ECSpERT service is not available from May to August.

2. Report the incident to Manager, Teaching Laboratories Operations and to Environmental Health & Safety using the [Incident Report form](#).

### **7.1.2 Life threatening Emergencies**

1. Provide first-aid per training. **Call 911**. **After calling 911**, call Campus Safety at (905) 569-4333.

2. Report the incident to Manager, Teaching Laboratories Operations and to Environmental Health & Safety using the [Incident Report form](#).

## **7.2 Non-certified First Aiders**

### **7.2.1 Non-life threatening Injuries**

1. Find a first-aid certified individual or call ECSpeRT at (905) 569-4925. ECSpeRT service is available from September to April only. First aid certified Lab Coordinators can be reached at 905 828 5442. Manager, Teaching Laboratories Operations can be reached at 905 569 4381.

2. Give any necessary assistance to the injured person until first aiders or medical services arrive.

### **7.2.2 Life threatening Emergencies**

1. **Call 911**. **After calling 911**, call Campus Safety at (905) 569-4333.

2. Give any necessary assistance to the injured person until first aiders or medical services arrive.

In all cases, your presence at an emergency scene is helpful. For example, you can help guide campus safety or emergency responders to the scene. You can help with crowd control or assist a certified first aider in using an AED.

## **8. Resources:**

<https://ehs.utoronto.ca/wp-content/uploads/2017/01/First-Aid-Program.pdf>

# APPENDIX A



## First Aid Kit Checklist (Regulation 1101)



No. staff	First Aid Kit Requirements	Inspected by / Date & Sign	*			
1 – 5 (Sec. 8, Reg. 1101)	<b>A current First Aid manual</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Consider including Adhesive Bandages in shades of light brown, medium brown, and dark brown, and dark brown, e.g., Band-Aid® Brand
	1 card of safety pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	12 adhesive dressings individually wrapped*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4 sterile 3" square gauze pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2 rolls of 2" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2 field dressings, 4" square or 2x4" bandage compresses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1 triangular bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 – 15 (Sec. 9, Reg. 1101)	<b>A current First Aid manual</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1 card of safety pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	24 adhesive dressings individually wrapped*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	12 sterile 3" square gauze pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4 rolls of 2" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4 rolls of 4" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4 surgical pads suitable for pressure dressing (individual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6 triangular bandages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2 rolls of splint padding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 roll-up splint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16 – 199 (Sec. 10, Reg. 1101)	<b>A current First Aid manual</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	24 safety pins and 1 basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	48 adhesive dressings individually wrapped*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2 rolls of 1" adhesive tape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	12 rolls of 1" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	48 sterile 3" square gauze pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8 rolls of 2" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8 rolls of 4" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6 surgical pads suitable for pressure dressings (individual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	12 triangular bandages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Splints of assorted sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2 rolls of splint padding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1 stretcher and 2 blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No. staff	First Aid Room Requirements	Inspected by / Date & sign	*			
200+ (Sec. 11, Reg. 1101)	A current First Aid manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Consider including Adhesive Bandages in shades of light brown, medium brown, and dark brown, e.g., Band-Aid® Brand
	Dressing scissors and forceps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Safety pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Graduated medicine glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Tongue depressors,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Applicators, cotton tipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Denatured ethyl alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Adhesive dressings, individually wrapped*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sterile gauze pads of assorted sizes, individually wrapped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Gauze bandages of assorted sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Adhesive plaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Absorbent cotton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Triangular bandages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Splints of assorted sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Splint padding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hot and cold running water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3 wash basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1 instrument sterilizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1 cabinet for surgical dressings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1 enamel foot bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1 sanitary disposal receptacle with lid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 first aid box containing as a minimum items required by Reg. 1101, Section 9 (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1 couch curtained off or in a separate cubicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1 stretcher and 2 blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**First Aiders: Remember to inspect first aid boxes at least once every three months (4X/year).**

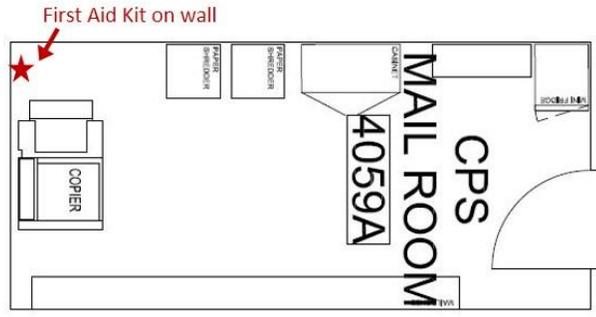
Personal protective equipment (e.g., CPR mask and non-latex gloves) as prescribed by the first aid training should also be included in the first aid box.

# APPENDIX B

## Locations of First Aid Kits

### Administrative Staff Hallway:

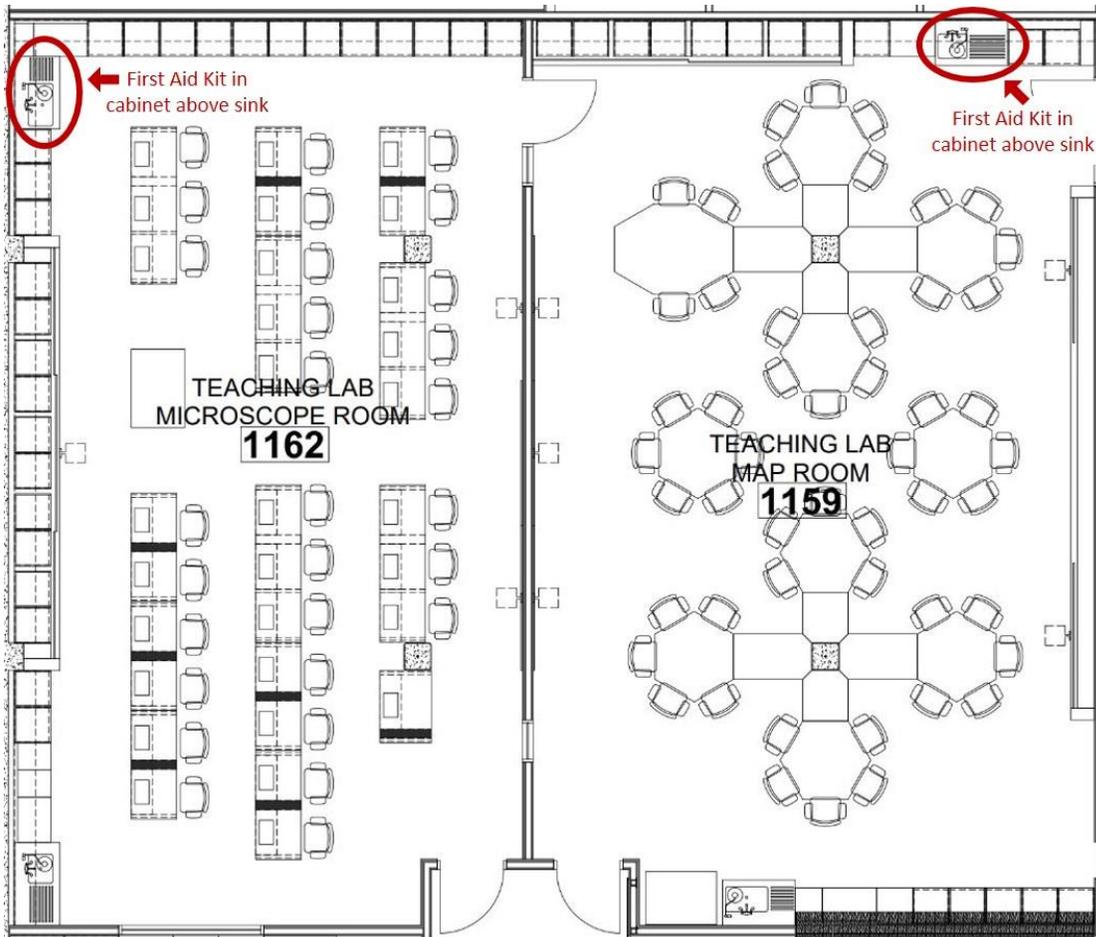
DV4059A Mailroom



### Earth Sciences Teaching Labs:

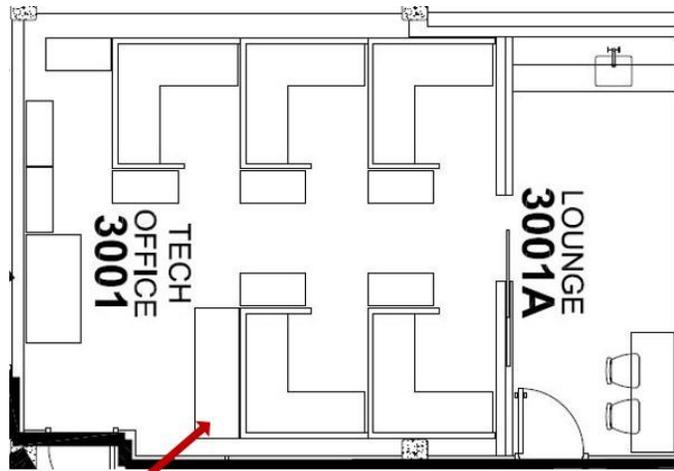
DV1159 Cabinet above back corner sink

DV1162 Cabinet above back corner sink



**Chemistry Teaching Labs:**

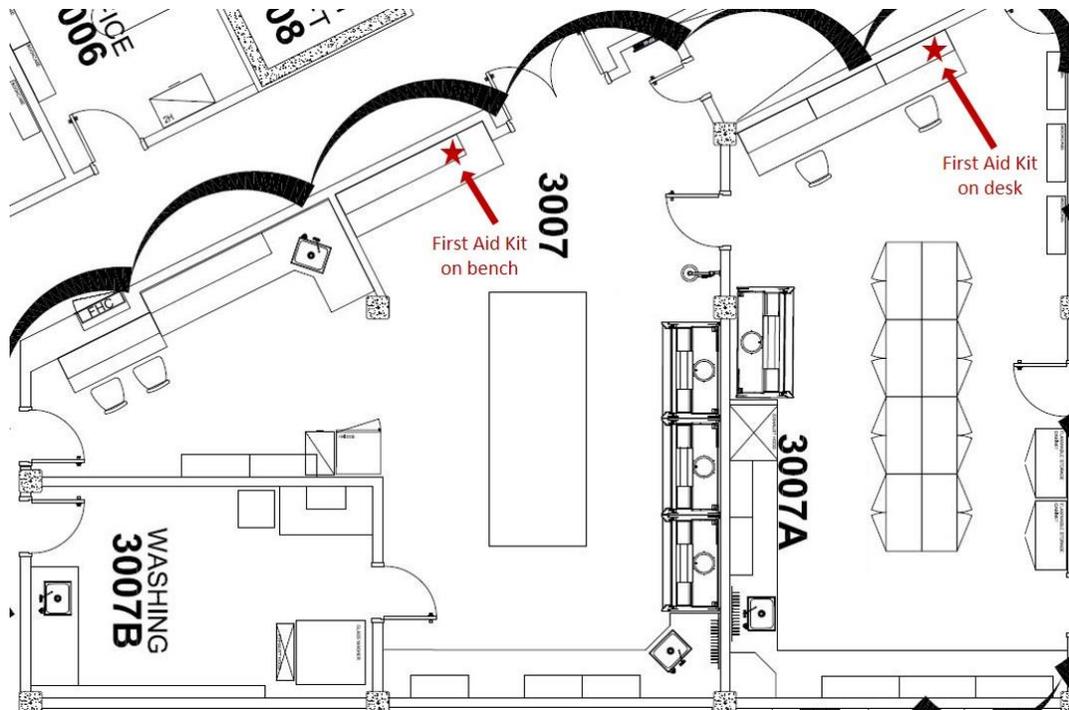
DV3001 Bookshelf



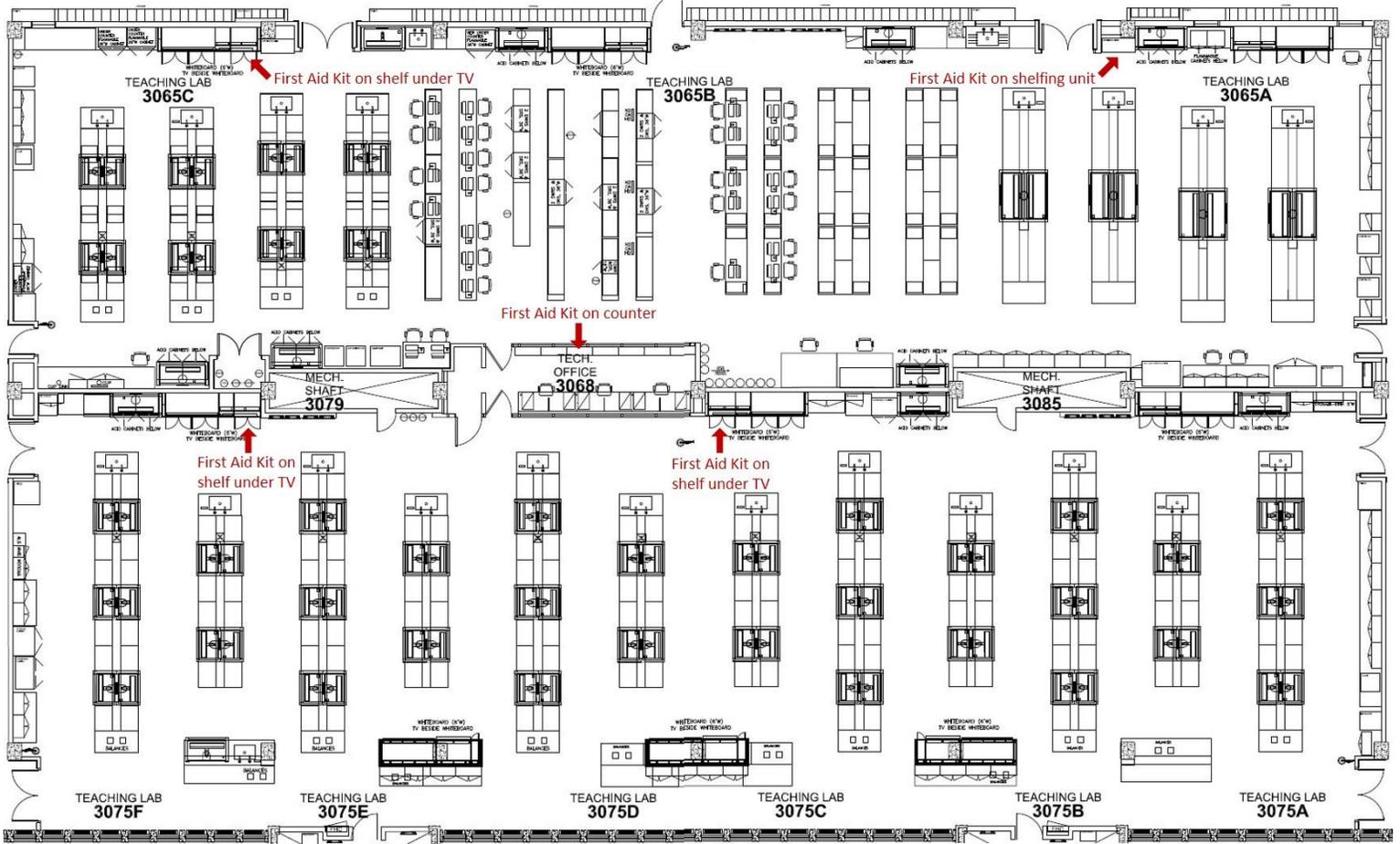
First Aid Kit on second shelf from the top of the bookshelf

DV3007 Prep Room Counter

DV3007A Prep Room Desk



DV3065A Bookshelf, DV3065C Podium, DV3068 Tech Office, DV3075C Podium, DV3075F Podium



**Physics Teaching Labs:**

DV1106L Prep Room

