



Safety Office

To: Faculty Executive Assistants
Academic Support Department Heads

From: Kevin Stewart
Director of Safety

Subject: Workplace First Aid Requirements

Date: July 24, 2006

UW's workplace first aid requirements have been revised following a recommendation of UW's Main Campus Joint Health and Safety Committee and a review by the Safety Office and Health Services. The revision includes:

- Larger standard UW first aid kits;
- Listing of first aid station and first aider locations on a webpage (*Safety Office to prepare*); and
- Improved first aid kit contents (CPR devices, non latex gloves, hand sanitizers, non adhesive tape, cold packs and first aid manuals).

To comply with Workplace Safety and Insurance Board (WSIB) requirements, academic and academic support departments are responsible for maintaining first aid stations as follows:

- Reporting first aid station location(s) and their first aiders to the Safety Office (form enclosed – Safety Office can provide you with the names of qualified first aiders in departments);
- Designating qualified first aiders for each first aid station;
- Delegating person(s) in charge to maintain and inspect first aid station kits;
- Ensuring first aid stations are readily accessible for the treatment of injured/ill persons; and
- Marking locations clearly with signage.

Department First Aid Station Kits - Until December 15, 2006 the Safety Office will provide the required first aid station kit or supplies as required at no charge.

Departments should also provide additional first aid kits in the following locations:

Lab/Shop/Studio/Satellite Maintenance Areas Kits and Fieldwork Kits - Until December 15, 2006 the Safety Office will subsidize the cost at \$20 with the exchange of an existing first aid kit or \$30 without an exchange, (unsubsidized price expected to be about \$50). Kits can be obtained through Chemistry Stores, ESC, Room 109 ext. 33072 by August 11, 2006.

Vehicle First Aid Kits - The Safety Office will provide vehicle first aid kits until December 15, 2006 when a UW vehicle is serviced at the Plant Operations Vehicle Shop.

For assistance obtaining first aid posters with UW's new emergency numbers (August 2006), determining first aid kits and station locations, reviewing qualified first aider records or any other questions, please contact Sheila Hurley in the Safety Office ext. 33587 or sahurley@uwaterloo.ca

For the specific requirements of this revision please refer to "First Aid" link of Safety Office website: www.safetyoffice.uwaterloo.ca