

# FIRST AID PROGRAM

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## 1.0 Purpose

The University of Waterloo provides a variety of first aid supports including training, facilities, and equipment sufficient to offer prompt first aid to injured workers and students. Under [University Policy 34 Health, Safety and Environment](#), it is the supervisor's responsibility to ensure that prompt first aid and medical treatment is obtained, if necessary.

## 2.0 Scope

This program covers all University employees as required by the WSIB regulation 1101 that requires first aid treatment of injuries. First aid will also be provided for visitors and students, as necessary. Students can also receive first aid services through Health Services and the Campus Response Team (CRT).

For the purposes of this program, the Campus Response Team are not considered first aiders.

Automated external defibrillators (AED) are covered by the University's [Automated External Defibrillators Procedures and Guidelines](#).

### 2.1 Crisis Intervention

Following a first aid emergency incident, support is available to assist first aiders dealing with distressing reactions.

To contact Crisis Intervention, call:

- Counselling Services x32655
- Health Services x33544
- UW Police 519-888-4567 x49111 or x22222 for 24-hour service

## 3.0 Definitions

### Emergency medical services

A network of services coordinated to provide aid and medical assistance, from primary response to definitive care, involving personnel trained in the rescue, stabilization, transportation, and treatment of persons experiencing traumatic or medical emergencies.

### First aid

Emergency care provided to an injured/ill person

### Main campus

Any building located at 200 University Ave. West, Waterloo, ON

### Readily accessible

Capable of being reached quickly and safely, without the use of tools, for the purposes of use or maintenance

## **Remote location**

An area where Emergency Medical Services are not able to respond within a reasonable amount of time. Response times in these locations are typically greater than 20 minutes

## **Satellite location**

Any UW buildings located off main campus property

## **Work in isolation**

Working alone or in a location remote from the normal services and support, where the capacity to readily summon assistance from a workplace first aider in the event of injury, illness, or emergency is limited

# **4.0 Roles and Responsibilities**

## **4.1 Departments**

- Ensure first aid stations are provided and maintained as per Section 5.1: First Aid Stations
  - Located at or near the workplace they are intended to serve
  - Available and readily accessible during working hours
- Ensure trained first aiders are assigned to departmental first aid stations
- Ensure at least 10% of the workforce is trained in first aid on every shift as per Section 7.0 Training and also WSIB regulation 1101

## **4.2 Supervisors /Managers**

- Ensure that supplemental first aid kits are maintained as per Section 5.2.5, 5.2.6, or 5.2.7
- Located at or near the workplace they are intended to serve
- Available and readily accessible during working hours
- Ensure that the UW Emergency Procedures First Aid poster is posted at each kit location and that the location of the departmental first aid station is marked on the poster
- Arrange for appropriate first aid provisions for individuals working alone or working outside normal hours
- Follow the University's Incident Management Program for reporting and investigation of injuries and incidents
- Arrange for transportation of the injured individual, if necessary, to receive further medical treatment or to their home for rest

## **4.3 Workers/Students**

- Must report all incidents, near misses, or injuries to their supervisor
- Seek first aid services if necessary

- Follow posted emergency procedures

#### **4.4 First Aiders**

- Respond to first aid incidents and provide assistance within the limits of their training until Emergency Medical Services arrive
- Follow posted emergency procedures
- Advise the injured person to inform their supervisor about the injury
- Report any first aid kit supplies that were used to the department or first aider in charge of the first aid kit
- Inspect first aid kits to which they are assigned

#### **4.5 Safety Office**

- Schedule and host first aid training for University employees
- Maintain records of first aid training and make accessible to departmental health and safety coordinators
- Notify first aiders or their supervisors about expiring first aid certificates
- Ensure Central Stores Online Catalogue is providing necessary supplies

### **5.0 Procedures**

#### **5.1 First Aid Stations**

First aid stations must meet the following criteria:

- Stations must be readily accessible during working hours (within one story) and clearly marked with signage.
- Where possible, the first aid station should have a sink with running water nearby.
- Stations must be inspected quarterly by a trained first aider.

First aid stations must contain:

- For main campus, a Main Campus First Aid Kit
- For satellite locations, a Satellite Campus First Aid Kit
- A notice board containing the following:
  - UW First Aid Emergency Procedures Poster (PDF)
  - Workplace Safety Insurance Board (WSIB) "In Case of Injury at Work" form #82
  - A list of first aiders in the department with their contact info and expiry date of their first aid certificate.

## **Vehicles**

Departments that own University vehicles are required to ensure that each vehicle contains a Supplemental Vehicle First Aid Kit (see Section 5.2.6).

### **5.2 Types of First Aid Kits**

There are six types of first aid kits approved for use at UW:

- Departmental First Aid Kits are used in:
  - Main campus buildings (see Section 5.2.2)
  - Satellite locations with 5 or less employees (see Section 5.2.3)
  - Satellite locations with 6 or more employees (see Section 5.2.4)
- Supplemental First Aid Kits are used in:
  - Labs, shops, studios, satellite, and maintenance areas (see Section 5.2.5)
  - Residences (see Section 5.2.6)
  - Vehicles (see Section 5.2.7)

All first aid kits must contain a list of contents and a log showing inspection records.

Departmental First Aid Kits must be inspected at least every 90 days. Supplemental First Aid Kits must be inspected at least every 120 days.

#### **5.2.1 General**

The quantities of the items provided in Sections 5.2.2 to 5.2.7 are minimum requirements. Departments and supervisors may augment the minimum requirements for first aid kits in the workplace to account for any specific workplace hazards or risk to address other site-specific conditions. As an example, these augmented supplies could include personal protective equipment for first aiders.

Supplemental first aid kits are not required. Supervisors or managers may supply and install these in their workplaces at their discretion. If supplemental kits are supplied, they must be maintained as required by Sections 4 and 5.

Creams, ointments, or other over-the-counter medications are not permitted in any first aid kit.

First aid kits and replacement materials can be purchased online through [Central Stores online store](#).

## 5.2.2 Departmental First Aid Kit – Main Campus Buildings

Must contain the following:

Quantity	Item
1	Emergency First Aid Manual (ECIS)
1	First Aid Flip Booklet (ECIS)
10	Hand cleansing towelettes
1	Card of safety pins
24	Adhesive dressings individually packaged
12	Non adherent absorbent pads 7.6 x 10.2 cm (3 x 4")
4	Gauze bandages 5 cm (2")
4	Gauze bandages 10 cm (4")
4	Compress bandage surgical pads (pressure dressings)
6	Triangular bandages
2	Rolls of splint padding
1	Roll-up splint
1	Roll non adhesive tape 5 cm (2")
1	First aid scissors
1	Splinter out
2	Instant cold packs
6	Pairs nitrile gloves
2	Single use CPR protective devices

## 5.2.3 Departmental First Aid Kit – Satellite Locations With 5 or Less Employees

Must contain the following:

Quantity	Item
1	Standard First Aid Manual (ECIS)
1	First Aid Flip Booklet (ECIS)
6	Hand cleansing towelettes
1	Card of safety pins
24	Adhesive dressings individually packaged
6	Non adherent absorbent pads 7.6 x 10.2 cm (3 x 4")
4	Gauze bandages 10 cm (4")
2	Compress bandage surgical pads (pressure dressings)
4	Triangular bandages
1	Roll non adhesive tape 5 cm (2")
1	First aid scissors
2	Instant cold packs
6	Pairs nitrile gloves
2	Single use CPR protective devices

## 5.2.4 Departmental First Aid Kit - Satellite Locations With 6 or More Employees

Must contain the following:

Quantity	Item
1	Standard First Aid Manual (ECIS)
1	First Aid Flip Booklet (ECIS)
10	Hand cleansing towelettes
24	Safety pins
1	Stainless steel/plastic basin
48	Adhesive dressings individually packaged
48	Non adherent absorbent pads 7.6 x 10.2 cm (3 x4")
12	Rolls of gauze bandages 2.5 cm (1")
8	Rolls of gauze bandages 5 cm (2")
8	Rolls of gauze bandages 10 cm (4")
6	Compress bandage surgical pads (pressure dressings)
12	Triangular bandages
2	Rolls of splint padding
	Splints of assorted sizes
2	Rolls adhesive tape 5 cm (2")
1	Splinter out
1	First aid scissors
2	Instant cold packs
6	Pairs nitrile gloves
2	Single use CPR protective devices

## 5.2.5 Supplemental First Aid Kit - Labs, Shops, Studios, Maintenance Areas

Must contain the following:

Quantity	Item
1	First Aid Flip Booklet (ECIS)
6	Hand cleansing towelettes
1	Card of safety pins
24	Adhesive dressings individually packaged
6	Non adherent absorbent pads 7.6cm x 10.2 cm (3x 4")
4	Gauze bandages 10 cm (4")
2	Compress bandage surgical pads (pressure dressings)
4	Triangular bandages
1	Roll non adhesive tape 2.5 cm 2"
1	First aid scissors
2	Instant cold packs
6	Pairs nitrile gloves
2	Single use CPR protective devices

## 5.2.6 Supplemental First Aid Kit – Residences

Must contain the following:

Quantity	Item
1	Emergency First Aid Manual (ECIS)
1	First Aid Flip Booklet (ECIS)
10	Hand cleansing towelettes
1	Card of safety pins
24	Adhesive dressings individually packaged
6	Non adherent absorbent pads 7.6 x 10.2 cm (3 x 4")
4	Gauze bandages 10 cm (4")
2	Compress bandage surgical pads (pressure dressings)
2	Triangular bandages
1	Roll non adhesive tape 2.5 cm 2"
1	First aid scissors
2	Instant cold packs (unless ice for ice packs is readily available)
6	Pairs nitrile gloves
2	Single use CPR protective devices

## 5.2.7 Supplemental First Aid Kit – Vehicles

Vehicle first aid kits are supplied by the Safety Office through the Plant Operations vehicle shop. Vehicles not serviced by the Plant Operations Vehicle Shop can purchase vehicle first aid kits through the Safety Office.

Must contain the following:

Quantity	Item
1	Standard First Aid Manual (ECIS)
1	First Aid Flip Booklet (ECIS)
6	Hand cleansing towelettes
1	Card of safety pins
24	Adhesive dressings individually packaged
6	Non adherent absorbent pads 7.6 x 10.2 cm (3 x 4")
4	Gauze bandages - 10 cm (4")
2	Compress bandage surgical pads (pressure dressings)
4	Triangular bandages
1	Roll non adhesive tape - 5 cm (2")
1	First aid scissors
2	Instant cold packs
6	Pairs nitrile gloves
2	Single use CPR protective devices

## 5.3 Transportation of Injured Employees – Minor Injuries

Departments and supervisors must provide injured employees immediate transportation to the locations below, if requested by the injured employee:



- Health Services
- Hospital
- Doctor's Office
- Walk-in clinic
- Employee's home

A University of Waterloo vehicle should be used, whenever possible, to transport the employee to these locations (UW Police may be able to assist with arranging transportation). Where a University vehicle is not available, a taxi or private vehicle may be used. The injured employee should be accompanied, whenever possible, by another person (preferably with a valid first aid certificate) other than the driver.

Any costs incurred by taxis or other services are to be paid by the department in which the employee works.

If the injured employee is transported by ambulance and receives a bill for the ambulance, the invoice should be forwarded to the Safety Office for payment.

#### **5.4 Blood and Body Fluids Cleaning/Disinfection**

Follow this procedure when administering first aid where blood or other body fluids are involved:

- 1) Use nitrile gloves from a first aid kit.
- 2) Administer preliminary first aid.
- 3) As soon as possible thereafter, carefully wash all blood and body fluids off with hot soapy water.
- 4) Call Plant Operations at ext.33793 and inform them that a clean up of blood and body fluids is required. Give the building location and room number.
- 5) Clean surfaces soiled by blood and body fluids by washing with a disinfecting solution (e.g., bleach) in a dilution of 1 part disinfectant to 9 parts water. Wear gloves and dispose of all materials such as paper towels used. Rinse mops in the disinfecting solution.
- 6) Clothing stained with blood and body fluids, cloths, and other cleaning material should be rinsed out in cold water using non latex gloves and then laundered normally.
- 7) Place stained, disposable articles (including gloves) in a plastic bag. Securely close the bag and place it in the regular garbage.

## **6.0 Record Keeping**

Records of training are maintained in the Human Resources Management System, Workday, and are available to direct supervisors only. Safety Office staff with administrative permissions also have access to Workday records.

Additionally, an online report is administered by the Safety Office which allows access to training records by individuals (e.g., department heads, health and safety coordinators) with a business need to view employee safety training. To access departmental safety training records, permission must be granted via email by the department head.

## **7.0 Training**

First aiders must hold valid first aid certificates that were provided by an approved training provider. First aid certificates are valid for a period of three years after the date of initial training.

The Safety Office covers the cost of training individuals in first aid for up to 10% of a department's workforce. If a department wishes to have more than 10% of their workforce trained the department is responsible for the cost of training the additional employees.

The Safety Office will cover the cost of employees supervising undergraduate field trips that are part of a curriculum that is required to graduate.

### **7.1 Standard First Aid**

First aiders working at the School of Architecture, the Digital Media School, the Fire Research Facility, or the Health Sciences campuses are required to hold valid Standard first aid certificates.

Field trips to remote locations are also required to ensure that a person with valid Standard first aid certificate is present at the remote location.

Standard first aid training is arranged on an individual basis and employees are generally sent to off-campus facilities hosted by the training provider.

### **7.2 Emergency First Aid**

First aiders working at UW's main campus are required to hold a valid Emergency first aid training certificate.

Field trips to urban centers (such as museums, galleries, architectural designs, etc) are required to ensure that a person with a valid emergency first aid certificate is present.

Field trips to rural areas (such as conservation areas, farms, small bodies of water, etc) where emergency medical services have response times of 15 minutes or less are required to ensure that a person with a valid emergency first aid certificate is present.

The Safety Office schedules emergency first aid training sessions hosted on-campus twice a year, normally in April/May and November/December. These sessions are posted on the Safety Office's First Aid webpage by mid-April and mid-October, respectively. Registration for these sessions is done through Workday.

### 7.3 Advanced First Aid

Higher level first aid training that approaches first responder training may be necessary for work in extreme remote locations where emergency medical services are difficult to access due to the nature of the location or weather conditions. The cost of this training will be borne by the department or group travelling to these locations.

## 8.0 Record of Revisions

Date	Author/Editor	Change	Version
April 2020	Doug Dye	<ul style="list-style-type: none"><li>Program release</li></ul>	First Aid Program_v.1.0_APR2021