

**Title:** PROVISION OF FIRST AID POLICY  
**Adopted on:** March 28, 2021  
**Adopted by:** City Manager  
**Jurisdiction of Procedure:** Safety Coordinator  
**Revision Date:** March 28, 2021

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### **1. PURPOSE**

To ensure all city operations have sufficient supplies and personnel to manage incidents requiring first aid services as mandated by current Occupational Health and Safety Regulations and the applicable CSA standard.

### **2. DEFINITIONS**

**Class A First Aid attendant** is an individual that has successfully completed a Standard first aid/CPR course through a recognized provider and certification has not expired.

**Class B First Aid attendant** is an individual that has successfully completed an Advanced first aid/CPR course through a recognized provider and certification has not expired.

**Person Licensed to Practice** is an individual presently licensed to practice in Saskatchewan i.e. Emergency Medical Responder, Paramedic, Nurse, Doctor

### **3. PROVISION OF FIRST AID**

All individuals are permitted to perform first aid on themselves. In order to perform first aid on others the person needs to be trained to a recognized standard (Class A, B or licensed) and only perform services/procedures to their corresponding level of training.

In all cases in which first aid supplies are obtained from a first aid kit a corresponding entry **MUST** be entered into the first aid register for that kit with an indication of whether or not additional medical assistance was required. If the incident that required use of the first aid kit utilizes supplies beyond a very minor incident (i.e. band aid, tweezers to pull splinter) the current requirements for a more comprehensive incident investigation report and other applicable paperwork must also be completed in compliance with the Incident Management policy.

All first aid registers must be maintained for a period of not less than 5 years from the date of last entry. Completed/Full First Aid registers are to be forwarded to the Safety Coordinator for retention.

### **4. FIRST AID KIT**

Readily available first aid kits are required that meet the following criteria for type, size and content. Overall there are three different types and two of the types have three different sizes. There is also a list of supplemental supplies that should be added to these kits if a workplace first aid hazard assessment deems them as required. If additional items are added to an individual first aid kit, the required content list must be updated with these supplemental supplies. It is the responsibility of work units/operators to inspect kits as part of documented inspections to ensure they are fully stocked and positioned appropriately in accordance with this procedure.



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### Personal First Aid Kit (Type 1)

- 16 Adhesive Bandages (standard strip, large fingertip, knuckle, large patch)
- 6 3X3 inch gauze pads
- 1 conforming stretch bandage (2 in X 2 yards) roll
- 2 Sterile Pressure bandages with ties (4X4 inch)
- 1 Cotton Triangular Bandage with 2 safety pins (40 X 40 X 56)
- 1 roll adhesive tape (1 in X 2.5 yds)
- 6 antiseptic wound cleaning towelettes, individually wrapped
- 2 prs. Non latex examination gloves, disposable medical grade powder free
- 1 Biohazard waste disposal bag (single use)
- 1 pr. Splinter forceps/tweezers, fine point min 4.5 inches
- 1 Contents list
- 1 First Aid register including all first aid treatments and those referred to medical attention (5 yr. retention)
- First aid pocket guide/manual

### Basic First Aid kits (Type 2)

	<b>Small</b>	<b>Medium</b>	<b>Large</b>
Adhesive Bandages (Standard strip, large fingertip, knuckle, large patch)	25	50	100
3X3 inch gauze pads	12	24	48
Sterile Abdominal Pad (5X9 in) individually wrapped	1	2	2
Conforming Stretch Bandage (3 in X 2yds) roll	1	2	4
Sterile Pressure bandages with ties (4X4 inch)	2	4	8
Cotton Triangular Bandage with 2 safety pins (40 X 40 X 56)	2	4	8
Roll adhesive tape (1 in )	2.5 yds.	5 yds.	10 yds.
Antiseptic wound cleaning towelettes, individually wrapped	25	50	100
Topical Antibiotic ointment (single use)	6	12	24
Hand/skin cleaning towelettes, individually wrapped	6	12	24
CPR resuscitation barrier device with one way valve	1	1	1
Non latex examination gloves, disposable medical grade powder free	4 pr	8 pr	16 pr
Biohazard Waste disposal bag	1	2	2
Bandage Scissors with angled blunt tip min. 5.5 in	1	1	1
Splinter forceps/tweezers, fine point min 4.5 inches	1	1	1
Emergency blanket aluminized non stretch (52 X 84 in)	1	1	1
Content List	1	1	1
1 First Aid register including all first aid treatments and those referred to medical attention (5 yr. retention)			
First aid pocket guide/manual			

### Intermediate First Aid kit (Type 3)

	<b>Small</b>	<b>Medium</b>	<b>Large</b>
Adhesive Bandages (Standard strip, large fingertip, knuckle, large patch)	25	50	100
3X3 inch gauze pads	12	24	48
4X4 gauze pads	6	12	24
Non Adherent sterile dressing individually wrapped (2 X 3in)	4	8	16
Sterile Abdominal Pad (5X9 in) individually wrapped	1	2	4
Conforming stretch bandage (2 in X 2 yards) roll	1	2	4



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Conforming stretch bandage (3 in X 2 yards) roll	1	2	4
Sterile Pressure bandages with ties (4X4 inch)	1	2	4
Sterile Pressure bandages with ties (6X6 inch)	1	2	4
Cotton Triangular Bandage with 2 safety pins (40 X 40 X 56)	2	4	8
Tourniquet, arterial	1	1	1
Adhesive Tape (1 in)	2.5 yds	5 yds	10 yds
Elastic Support compression bandage (3 in)	1	2	2
Sterile Eye dressing Pad and eye shield with elastic strap	2	2	4
Antiseptic wound cleaning towelettes individually wrapped	25	50	100
Topical Antibiotic Ointment, single use	6	12	24
Hand/skin cleansing towelettes individually wrapped	6	12	24
Glucose Tablets or equivalent	1	2	2
CPR resuscitation barrier device with one way valve	1	1	1
Non latex examination gloves,			
Disposable medical grade powder free	4 pr	8 pr	16 pr
Bio hazard waste disposal bag	2	4	8
Bandage Scissors with angled blunt tip min. 5.5 in	1	1	1
Splinter forceps/tweezers, fine point min 4.5 inches	1	1	1
Padded malleable splint (min 4 X 24 in)	1	1	2
Emergency blanket aluminized non stretch (52 X 84 in)	1	2	2
Contents list			
First Aid register including all first aid treatments and those referred to medical attention (5 yr. retention)			
First aid pocket guide/manual			

**Supplemental Supplies** (If required based on worksite first aid hazard assessment-must be added to content list and individuals trained in their proper use as part of a recognized program)

Category	Item
<b>Airway</b>	Airway Suction device
	Airway adjuncts-nasopharyngeal -adult sizes
	Airway adjuncts-oropharyngeal -adult sizes
<b>Breathing</b>	Bag Valve Mask ( adult)
	Equipment used to deliver oxygen
	Pulse Oximeter
	Stethoscope
<b>Circulation</b>	Blood Pressure monitoring equipment
Circulation	Multi-Purpose Blanket



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Immobilization	Head Immobilization device
	Extrication device ( ie scoop stretcher)
	Extrication device ( ie solid bottom basket stretcher with padding)
	Extrication collar (adjustable)
	Immobilization restraints
Medications	ASA ( single use)
	Epinephrine injector (2 doses)
Wound Care	Burn Dressings ( for use when water not available)
	Tube Gauze with applicator
	Wound closures ( ie butterfly)
	Additional Tourniquets
	Alcohol swabs, individually wrapped
	Sterile saline irrigation solution ( single use)
	Sterile Eye wash solution
	Lower extremity splints (ridged or malleable)
	AED
	Penlight with batteries
	Pocket guide to First aid

### 5. TYPE SELECTION GUIDE

In order to choose the correct type of kit required for a work unit or location the [First Aid Needs Assessment Form](#) can be utilized and sent to the Safety Coordinator upon completion.

Type 1 first aid kits would be provided where individuals are working independently and are not within reasonable proximity to a city facility/vehicle. Typically these kits will be positioned on equipment like loaders, graders, mowers, etc. where only one operator is permitted and they aren't being operated in close proximity to a building or other vehicles at times. For other first aid kit types the following chart must be utilized.



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Likelihood of harm	Potential Severity of Harm		
	LOW	MODERATE	HIGH
Very Unlikely	Type 2 ( Basic)	Type 2 ( Basic)	Type 3 (Intermediate)
Unlikely	Type 2 ( Basic)	Type 2 ( Basic)	Type 3 (Intermediate)
Moderate	Type 2 ( Basic)	Type 3 (Intermediate)	Type 3 (Intermediate)
Likely	Type 2 ( Basic)	Type 3 (Intermediate)	Type 3 (Intermediate)
Very Likely	Type 2 ( Basic)	Type 3 (Intermediate)	Type 3 (Intermediate)

### 6. SIZE SELECTION GUIDE

In order to select the correct size or determine the optional sizes available to meet the needs of a particular location/vehicle the following chart must be used. In some cases due to facility design or layout additional kits may be required to meet the readily available standard encompassed in legislation.

When determining staffing level all City of Weyburn staff, volunteers, contractors or other paid workers at the location must be counted (not customers/clients). If multiple contractors are working at a worksite location the total supplies and first aiders present should be coordinated and must meet the overall standard. If a Prime Contractor is responsible for the site, it would be typically their responsibility to ensure sufficiently trained and equipped individuals are readily available at all times.

	1 employee or work remotely	2-25 workers at a time	26-50 workers at a time	51-100 workers at a time
Type 1 Personal	1			
Type 2 Basic		1 small	2 small or 1 medium	4 small or 2 medium or 2 small and 1 medium or 1 large
Type 3 Intermediate		1 small	2 small or 1 medium	4 small or 2 medium or 2 small and 1 medium or 1 large



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### 7. ADDITIONAL REQUIREMENTS

All first aid kits must be regularly inspected to ensure that all required contents are present and in usable condition. Special consideration should be given to items that expire (ie ASA) or would otherwise deteriorate (i.e. towelettes) during the inspection process. The first aid register can be a valuable source of information for utilized supply quantities/types. It is the responsibility of work units/operators to ensure first aid kits are maintained in usable condition at all times.

All first aid kits should be positioned where visible, or if placed in cupboards or other out of sight locations exterior signage must be in place to identify its location. If supplemental items are added to a first aid kit, they must be either located within the kit or in close proximity.

In addition each First Aid kit must have phone number(s) of who to call if additional assistance is required. This can be done generically (i.e. Emergencies call 911) or specific emergency/non-emergency numbers provided for Police, fire, ambulance, doctor's offices, first aiders etc. If specific phone numbers are utilized they should be checked during inspections to ensure they are still current and the generic call for 911 must be included.

### 8. FIRST AID TRAINING

Sufficient levels of staff trained in First Aid must be on site at all times work is occurring based on site hazards. In order to determine numbers of trained individuals and level of training required refer to chart below.

# of workers	Hazard level	LOW	MODERATE	HIGH
2-25		Class A	Class A	Class A
26-50		Class A	Class B	Class A and B
51-100		Class A	Class A and B	Class A and B plus person licensed to practice
100+		2 Class A	2 Class A and B	2 Class A and B plus 1 person licensed to practice

For individuals trained as Class A or B certifications are good for a period of 3 years from the actual date of last class/recertification. Records of staff and the year the first aid program was last taken are available on Z Drive.



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## 9. FIRST AID NEEDS ASSESSMENT FORM



### FIRST AID NEEDS ASSESSMENT

Name of assessor: \_\_\_\_\_ Title: \_\_\_\_\_

Work site: \_\_\_\_\_

What is the maximum number of employees at a work site during any shift? <input type="checkbox"/> 2 – 25 <input type="checkbox"/> 26 – 50 <input type="checkbox"/> 51 – 100 <input type="checkbox"/> 101 – 200 <input type="checkbox"/> More than 200		
<b>Identify hazards at the work site that could cause an injury that requires first aid</b>		
Hazard	Resulting Injury	Appropriate First Aid Kit
How many injuries occurred at the work site in the past two years that have required first aid? ____		
How easily can an injured worker be safely transported to the closest medical facility? <input type="checkbox"/> The work site is within community EMS service range. <input type="checkbox"/> The nearest medical facility is easily accessible by road. <input type="checkbox"/> The nearest medical facility is not easily accessible by road. <input type="checkbox"/> The nearest medical facility requires air transport.		
Is the work site likely to include people other than employees? (e.g. volunteers or visitors) <input type="checkbox"/> Yes (See next box) <input type="checkbox"/> No	Number of employees at a work site: ____ Additional people at the work site: + ____ Total number at the work site = ____	
Are work sites spread over more than one level? <input type="checkbox"/> No <input type="checkbox"/> Yes:	How many work sites? ____	
Does your industry have additional standards or guidelines for first aid kits at the work site?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Add below)	
Do any of the work sites require extra supplies to provide adequate first aid? <i>Please note that some equipment requires specialized training.</i>		
Type of First Aid kits required to address potential injuries: <input type="checkbox"/> Type 1: # of kits ____ <input type="checkbox"/> Type 2: # of kits ____ <input type="checkbox"/> Type 3: # of kits ____		
First Aid kit size based on the maximum number of people at a work site <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large		
Based on the First Aid risk assessment results, the following First Aid kits and supplies are required at the work site to provide necessary first aid in the event of an injury: (Add list here)		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Upon completion this must be sent to the Safety Coordinator \*\***



# SAFETY POLICY PROVISION OF FIRST AID

## 10. 2021 OH&S FIRST AID KIT, PPE & MANUAL UPGRADES FORM



### 2021 OH&S UPDATES - FIRST AID KIT, PPE & MANUAL UPGRADES

First Aid Kit/PPE upgrade to new standard Needs

Facility/Department \_\_\_\_\_

# ( number)

# of single occupant vehicles /equipment( ie mower-loader-grader)

# of multi occupant vehicles ( car , truck etc.)

List of building locations you staff work out of

max # of staff and contractors that could be at this site for your work unit

a	
b	
c	
d	
e	
f	
g	

Number of remote sites your staff would be working at simultaneously including max number of staff/contractors that would be on site at one time

#	Max staff/contractor level/site

PPE

# ( number)--best estimate

Safety glasses more than 5 yrs old	
Safety Shields more than 5 years old	
Safety footwear more than 5 years old ( rubber boots, chainsaw etc)	
personal flotation devices not approved by Transport Canada	
Hard Hats/protective headwear more than 5 yrs old	
hearing protection more than 5 yrs old	
# of printed copies of OHS legislation required	