

Category: Health & Safety

Subject: First Aid Resources

Policy:

ILCWR provides first aid resources for all employees in the event of an injury requiring the administration of first aid.

Procedure:**First Aid Kit Requirements**

- The availability of the kit must be located within quick and easy access for all employees.
- The components of each first aid kit must be adequately stocked with supplies
 - Assistive Living Projects must comply with section 9 of the Occupational Health and Safety Act(OHSA)
 - Head office must comply with section 10 of the OHSA
- An inspection is completed on a monthly basis by the Joint Health & Safety Committee and recorded including the date of inspection and signature
- Kits are located at each of the Supportive Housing Projects as well as Head Office
- Outreach staff members will be provided with a small travel first aid pouch.

First Aiders

ILCWR requires and provides first aid training to all Attendants as well as the Attendant Service Supervisors and the Employee Health Coordinator (EHC). Recertification is required every two years.

Supervisors, the EHC, full-time and lead attendants receive Standard First Aid/CPR training. All other Attendants are trained in Emergency First Aid/CPR.

First Aid Certificates are filed in the employee's Human resource file and a copy in the first aid log book at Head office and Assisted Living Projects.

First aid log book

Any time first aid is administered, the first aider is required to document all supplies used regardless if an accident or injury report was filed.

During monthly JHSC inspections, the worker representative may use this log to reorder supplies from the designated supervisor.