



OPS-SOP- 04	Revision #: 01	Implementation Date: 2019-08-07	Last Reviewed/ Update Date: 2019-08-07	Page #: 1 of 4 Appendix (p5)
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## Standard Operating Procedure: FIRST AID

**NOTE:** Refer to Appendix 1 for First Aid Box Requirements 1-5 Workers (page 5)  
Refer to Appendix 2 for First Aid Box Requirements 6-15 Workers (page 5)  
Refer to Appendix 3 for HF First Aid Report Form (page 6)

1. **Purpose:** to provide step by step guidance on how to maintain a First Aid Program in compliance with Ontario Regulation 1101 of the Workplace Safety and Insurance Act.

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2. **Scope:** applies to all students, staff and faculty within the Department of Chemistry who require or provide first aid treatment in the event of an injury. First aid includes, but is not limited to:

- cleaning minor cuts, scrapes, or scratches
  - treating a minor burn
  - applying bandages and/or dressings
  - applying a cold compress, cold pack, or ice bag
  - applying a splint
  - changing a bandage or a dressing after a follow-up observation visit
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3. **Prerequisites:** You must hold a valid St. John Ambulance Emergency First Aid Certificate (or equivalent) in order to administer first aid and maintain a first aid station.

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### 4. Responsibilities:

#### Chemistry Department:

- Ensure a first aid station, first aid boxes and supplies are provided and maintained as required by Regulation 1101
- NOTE: At LM, the first aid station is located in LM65A and first aid boxes (green) are located on every floor (mounted on the walls in the hallways), in UG labs and in Stores. These first aid supplies are managed by certified first aiders "ONLY".
- Ensure trained first aiders are assigned to each first aid station

#### Supervisors:

- Ensure first aid kit locations and their assigned first aiders are communicated to all staff under their supervision
- Arrange appropriate first aid provisions for individuals working alone or working outside of normal hours
- Follow UofT procedures for Accident/Incident Reporting

- Ensure the name of each first aider and their training certificate or card is posted in a conspicuous place close to the first aid station
- Ensure the WSIB 'In Case of Injury' at Work Poster outlining the necessity of reporting all accidents and receiving first aid treatment is posted
- Arrange for transportation (e.g. ambulance or taxi) of the injured individual if necessary to receive further medical treatment

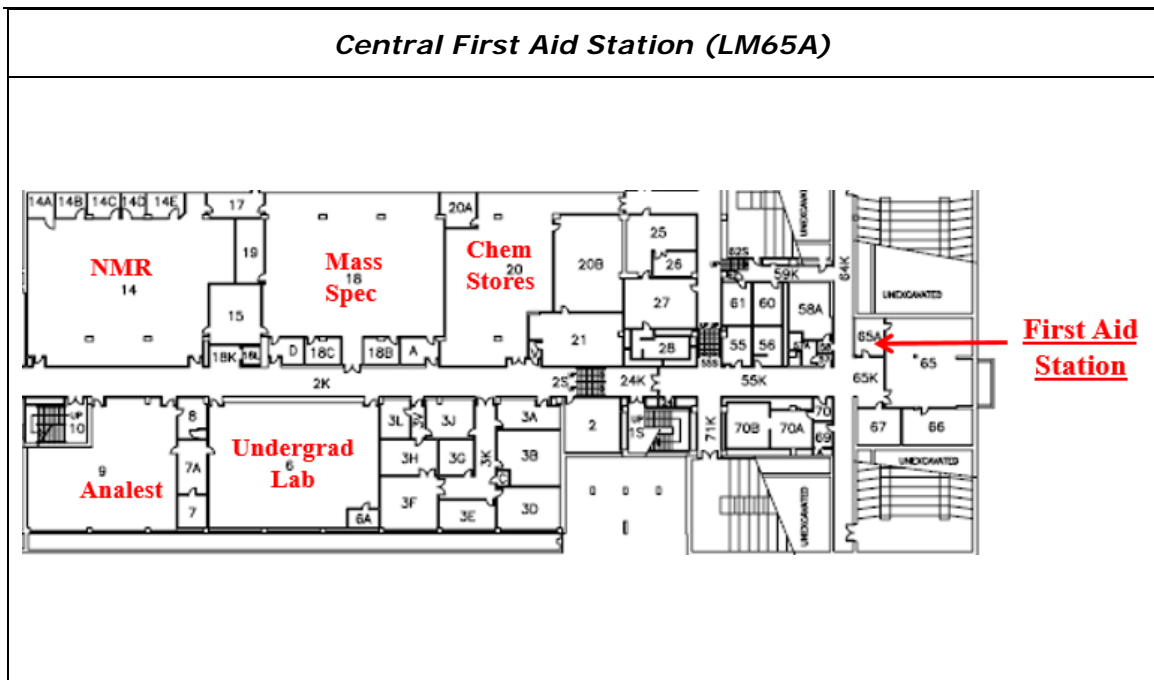
**First Aiders:**

- Respond to first aid emergencies within the limits of his/her training
- Obtain and maintain a valid First Aid Certificate issued by a training agency recognized by the WSIB
- Follow appropriate emergency procedures and provide interim first aid until medical services take over
- 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 if needed
- Keep a record, indicating the date, time and nature of the first aid treatment given to any injured person (captured by the Accident/Incident Reporting)

**Liability Protection for those responding to situations requiring first aid:**

The Good Samaritan Act protects responders from liability in respect of voluntary emergency medical or first aid services. This law states that when you act reasonably as a first aider under the condition of the emergency, that you cannot be held responsible for an injury.

5.



## First Aid Boxes



### 6. Procedure:

#### For Life-Threatening Emergencies:

- 1) **Call 911** on external phone lines to get assistance, or 9-911 from a University phone. After calling 911, call **Campus Police at 416-978-2222**.
- 2) If possible, call your supervisor. If you cannot reach your supervisor, call the Director of Operations & Technical Services (**DOTS**) at **647-444-3596**.

#### For Non-Life-Threatening Emergencies:

- 1) Contact first aiders according to the laboratory specific safety plan or **Raymond Akbar** (Chem-Labs Technical Support and Services, Manager) at **416-706-1856**.

#### For Non-Certified First Aiders:

- 1) Check the scene to ensure the area is safe to enter. Look for hazards such as spilled chemicals, hostile bystanders, smoke or ringing alarms. If hazards are present, stay at a safe distance and wait for police.
- 2) Give any necessary assistance to the injured person until first aiders or medical services arrive to the scene.
- 3) Do no attempt to move the injured person unless in danger of further injury.
- 4) Assist responders by performing crowd control and gathering supplies from your local First Aid Box or the Central First Aid Station in LM65A.
- 5) If hazardous materials are involved, ensure appropriate Safety Data Sheets are given to Emergency Personnel. If the person is injured with hydrofluoric acid, complete Appendix 3 and provide to emergency personnel.
- 6) Replenish all supplies utilized during the response.

### **For Certified First Aiders:**

- 1) Check the scene to ensure the area is safe to enter. Look for hazards such as spilled chemicals, hostile bystanders, smoke or ringing alarms. If hazards are present, stay at a safe distance and wait for police.
- 2) If safe, perform a primary assessment check on the injured person to determine their initial condition and whether there are any life-threatening concerns. If the person is unresponsive, check their ABCs: Airway, Breathing, and Circulation.
- 3) Provide interim first aid within the scope of your knowledge and training until medical services take over. Detailed information on how to respond to emergencies can be found in the [Canadian Red Cross Comprehensive Guide for First Aid & CPR](#) and [App](#) which can be downloaded to your mobile device.
- 4) Gather required supplies from your local First Aid Box or the Central First Aid Station in LM65A. If required, Campus Police will be equipped with an Automated External Defibrillator upon their arrival to the scene.
- 5) If hazardous materials are involved, ensure appropriate Safety Data Sheets are given to Emergency Personnel. If the person is injured with hydrofluoric acid, complete Appendix 3 and provide to emergency personnel.
- 6) Replenish all supplies utilized during the response.

### **7. *Duty to Report:***

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- Accidents, incidents and occupational illnesses must be reported to your supervisor **immediately**. Within 24 hours, the supervisor must complete and submit a University of Toronto Accident/Incident Online Report, as found at: <https://ehs.utoronto.ca/report-an-incident/>

### **8. *First Aid Station Inspections:***

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- First Aiders must inspect their designated First Aid Boxes and Stations within the first week of January, April, July and October of every calendar year.
- First Aid Boxes must include the supplies found in Appendix 1 and 2.
- Inadequate supplies must be replenished immediately.

### **9. *Resources:***

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- First Aid Requirements [R.R.O. 1990, Regulation 1101](#)
- University of Toronto [First Aid Program](#)
- Canadian Red Cross [Comprehensive Guide for First Aid & CPR](#)

### Appendix 1: First Aid Box Requirements 1-5 Workers

<i>Item</i>	<i>Quantity</i>
St. John Ambulance First Aid Manual	1
Card of Safety Pins	1
Adhesive Dressings	12
Sterile Gauze Pads, 3" square	4
Gauze Bandage Rolls, 2"	2
Field Dressings, 4" square	2
Triangular Bandage	1

### Appendix 2: First Aid Box Requirements 6-15 Workers

<i>Item</i>	<i>Quantity</i>
St. John Ambulance First Aid Manual	1
Card of Safety Pins	1
Adhesive Dressings	24
Sterile Gauze Pads, 3" square	12
Gauze Bandage Rolls, 2"	4
Gauze Bandage Rolls, 4"	4
Sterile Surgical Pads	4
Triangular Bandage	6
Splint Padding Rolls	2
Roll-up Splint	1

Appendix 3: First Aid Report Form

**HF First Aid Report Form**

This form and the appropriated SDS are to be taken with the victim to the emergency room.

**Employee Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Employing Department: \_\_\_\_\_

Building/Room (Location): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Exposure Information:**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Type of Exposure:       Skin  
                                  Eye  
                                  Ingestion  
                                  Inhalation

Injury Description: \_\_\_\_\_

**First Aid Information:**

Person Administering First Aid: \_\_\_\_\_

Contact phone Number: \_\_\_\_\_

Time of Treatment: \_\_\_\_\_

First Aid Measures taken: \_\_\_\_\_

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