



City of St. John's Corporate and Operational Policy

Policy: 03-07-44 First Aid Policy

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 2009/11/09

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 44 First Aid Policy

Purpose

To ensure that a sufficient number of Employees are trained in first aid and have access to a first aid kit.

Policy Statement

- First aid training shall be provided to Employees to ensure that the required numbers of Employees are trained as per Section 4 of the First Aid Regulations.
- Where more than one (1) but less than 15 employees is engaged in one shift, at least one (1) employee must hold a valid Emergency First Aid certificate.
- All employees shall have access to a First Aid Kit.
- Names of Employees trained in First Aid shall be posted in the work area.

Responsibilities:

Managers shall:

- ensure that a sufficient number of Employees in their Division are trained in first aid;
- ensure that first aid kits, as identified in the OHS First Aid Regulations Schedule, are accessible to Employees in their Division.

Supervisors shall:

- ensure first aid kits are placed in all required work locations;
- advise Employees of the location of first aid kits in their area;

- ensure that a sufficient number of Employees are trained in first aid;
- post, in their area, the names of those Employees who are trained in first aid.

Employees shall:

- complete first aid training when required;
- administer first aid, when necessary;
- notify their Supervisor if the first aid kit needs to be restocked.

Application

Responsibilities

All employees

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009.

Review Period

Available to Public

- ☒ Yes
- ☐ No