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6.4 First Aid for Worksite Injuries and Illnesses

Prompt, effective first aid is a priority in an emergency where individuals are injured or become seriously ill. Provision of an organized first aid response is therefore part of the University's commitment to providing a healthy and safe work environment for its employees, students and other persons present on campus.

6.4.1 Standards for first aid

In Nova Scotia, the First Aid Regulations set the standards for the provision of first aid services at worksites. A copy of these regulations may be found at:
<https://novascotia.ca/just/regulations/regs/ohsfirst.htm> .

6.4.2 Responsibility for first aid

The First Aid Regulations establish general responsibilities for both employers and employees at the worksite. The Occupational Health & Safety (OH&S) Office is responsible to ensure First Aid Attendants are identified for designated zones within the University, the attendants are provided with the appropriate first aid training, first aid kits are located at designated zones throughout the University, and the names and contact information for first aid attendants are posted. The OH&S Office will work with other Departments and Faculties to identify areas and situations where additional first aid training is required for their department or faculty.

6.4.3 Vehicles

The OH&S Act deems a vehicle, whether a personal vehicle, university-owned vehicle rented vehicle, to be a workplace when the vehicle is used for work purposes. All vehicles used for work purposes must carry a #2 First Aid Kit. Employees who regularly travel alone off campus for work should have first aid training. This does not include employees travelling to and from work with their personal vehicles.

6.4.4 Automatic External Defibrillators

Automatic External Defibrillators (AEDs) are available on campus, and the applicable First Aid Attendants are trained in their use. The locations of the AEDs are marked with signage and are listed here: <http://www2.mystfx.ca/ohs/first-aid>.

6.4.5 Number and qualification of first aid attendants

Recognizing the requirement that a First Aid Attendant be available at all times for all shifts, all Security Officers are qualified First Aid Attendants. A list of First Aid Attendants may be found at: <http://www2.mystfx.ca/ohs/first-aid> .

The OH&S Office maintains a list of qualified First Aid Attendants who have agreed to serve at specific zones, and will ensure that the names and contact information for the First Aid Attendants for their zones are maintained and updated as required. The OH&S Office will maintain records of the certification of First Aid Attendants and will arrange for training and recertification as required.

The OH&S Office will work with Deans, Directors, Chairs, Supervisors and Managers to ensure there is adequate first aid coverage during all normal work times at their location. Any gaps occurring because of personnel changes shall be communicated to the OH&S Office to ensure additional First Aid Attendants are recruited and trained.

6.4.6 First aid attendant responsibilities

It is the responsibility of each First Aid Attendant to:

- administer first aid as required;
- when a person has been seriously injured or is seriously ill and requires follow-up to the first aid which has been administered, ensure that arrangements are made for transportation to a medical facility where they can receive immediate and appropriate medical aid (refer to Section 6.4.8);
- carry out the duties defined by the Occupational Health and Safety First Aid Regulations, Section 11: Duties of First Aid Attendants, as follows:
 - 11** A first aid attendant shall
 - (a)** at all times maintain reasonable access to a first aid kit and, where a first aid room is required by these regulations, to the first aid room;
 - (b)** have general control and supervision of the first aid kit and, where required, the first aid room;
 - (c)** be available at all times during their shift to treat an injured employee without undue delay;
 - (d)** use barrier equipment where necessary, to guard against exposure to an infectious condition; and
 - (e)** keep their first aid certificate at the worksite and available for display on request of an officer.
- create records of first aid which they have administered as required by the Occupational Health and Safety First Aid Regulations, Section 8 (see Appendix A at the end of this Chapter);
- ensure that first aid supplies are accessible and maintained as required by the Occupational Health and Safety First Aid Regulations (See Appendix B at the end of this Chapter of the OH&S Program for checklists of required contents. Supplies to replenish the kits are available through the Risk Management Office.); and
- maintain their certification as a First Aid Attendant.

6.4.7 Assistance to first aid attendants

When a First Aid Attendant has been called to administer first aid to a person who has been injured or has become ill, all other employees of the University are expected to provide whatever assistance is requested by the First Aid Attendant, including calling for assistance, getting a first aid kit or AED. Note that there is no requirement for other employees to administer first aid or to assist in the administration of first aid.

6.4.8 Transportation of the injured and seriously ill

When a person has been seriously injured or is seriously ill and requires follow-up to the first aid which has been administered, the University will ensure that arrangements are made for the injured person to be transported to a medical facility where they can receive immediate medical aid. The cost of transportation for this purpose will be paid by the University.

Note that employee vehicles should not be used for this purpose. In some situations, such as for transport to a doctor's office or clinic, a taxi may be appropriate, provided that the injured person is accompanied by another person, in addition to the driver, when the injured person may require assistance of another person. Otherwise, an ambulance should be called (by either calling 911 or asking Security to do so by calling 4444 {902 867 4444 from a cellphone}, depending on urgency). If 911 is called directly, please call Security to let them know, and to seek their assistance as necessary. All first aid instances that require medical care and/or transportation must be reported to Security as soon as possible. Security will assist in arranging transportation, if requested by the first aid attendant.

6.4.9 Record keeping

Section 8 of the First Aid Regulations requires:

"Creation and maintenance of records

Where a first aid attendant administers first aid to an injured person at a worksite, the employer of the injured person shall, with respect to that person, maintain a written record for 5 years after the date of injury including the following:

- (a) the name of the injured person;
- (b) the date and time of the injury;
- (c) the location and nature of the injuries on the person's body;
- (d) the time when first aid was administered;
- (e) the first aid treatment provided;
- (f) the name of the person who provided the first aid; and
- (g) the name of the person to whom the injury was reported."

The First Aid Attendant shall complete the record using the form in Appendix A at the end of this

chapter. When the record forms are full or at the end of the fiscal year, the First Aid Attendant shall forward the records to the OH&S Office. The records shall be maintained for five years following the end of the fiscal year.

6.4.10 Reporting and investigation

All incidents requiring the administration of first aid shall be reported and investigated to determine the cause and the steps required to prevent a recurrence. Please see Chapter 15 of this manual: Incident Investigation and Analysis.

6.4.11 First aid supplies

Section 10 of the First Aid Regulations stipulates conditions to be maintained respecting first aid supplies. A list of the locations of first aid kits may be found at the following website:
<http://www2.mystfx.ca/ohs/first-aid>

The contents of first aid kits are prescribed in the First Aid Regulations. One of the duties of First Aid Attendants is to keep the kit fully supplied. The First Aid Attendant shall inspect the first aid kit, as needed, and at the end of each fiscal year, complete the checklist in Appendix B for a NS #2 Kit. Supplies to replenish the kits are available through the OH&S Office by calling 4932.

Appendix A: Record of First Aid Form

This record is required by Section 8 of the First Aid Regulations and must be maintained for 5 years after the date of injury.

Date and time of injury or illness	Time when first aid was administered	Name of the person requiring first aid	Nature of the injuries or illness including body part affected	First aid treatment provided	Name of person who provided first aid	Name of person to whom the injury or illness was reported

This record shall be forwarded to the OH&S Office when this page is full and/or at the end of each fiscal year. The OH&S Office shall keep this record for five years after the end of the fiscal year in which it was created.

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Occupational Health and Safety Program Manual
Chapter 6
Emergency Prevention, Preparedness and Response

Appendix B: NS First Aid Kit #2 Checklist

Inspection Checklist of a #2 First Aid Kit	AMOUNT	YES/NO If No, how many do you have?
First Aid Guide	1	
First Aid Record Form	1	
Pencil	1	
Safety Pins	12	
Splinter tweezers	1	
Pair of 100 mm scissors	1	
Pairs of disposable non-latex gloves.	2	
Sterile bandage compresses (100 mm x 100 mm)	2	
Sterile adhesive dressings (25 mm wide)	24	
Sterile pads (75 mm x 75 mm)	16	
Triangular bandages (1 m)	6	
Roller bandage (50 mm wide)	2	
Roll of adhesive tape (25 mm wide by 2.5 m long)	1	
Marked plastic bag for the disposal of biohazardous waste	1	
Airway barrier device for rescue breathing	1	
Individually wrapped towelettes with an adequate antiseptic	12	
Hand cleaners	24	

Contact the OH&S Office (4932) if you need supplies

Location: _____ Inspected by: _____

Date: _____