

CPR and First Aid

Latest revised date: October 26, 2011	Page 1 of 8
Prepared by: Department of Health & Safety	H-001

Introduction

Memorial University will provide and maintain the first aid supplies and services to ensure prompt and effective first aid service to employees, staff, and students who receive injuries on campus requiring emergency first aid response.

1.0 Purpose

To ensure that first aid measures, equipment, and trained personnel are established to provide a base level of first aid response in the event of an accident or other emergency.

2.0 Application

This procedure applies to all faculty, staff, students, and visitors.

3.0 Definitions

First Aid – See the Accident/Incident Investigation & Reporting procedure for complete description.

CPR – Cardio Pulmonary Resuscitation

4.0 First Aid Register

4.1 A worker shall, on being injured, report the injury to the employer as soon as practicable following the injury.

4.2 Memorial will ensure that every first aid kit is provided with an approved register to record the details of a first aid treatment given to or sought by a worker while at work. In any case referred for medical attention and details shall include:

- The full name, age, and occupation of the worker;
- The nature of the injury or illness;
- A short description of the cause of the injury or illness;
- The nature of the work in which the worker was engaged at the time of sustaining the injury or becoming ill, with date and time;
- The treatment given, with date and time;

Latest revised date: October 26, 2011	Page 2 of 8
Prepared by: Department of Health & Safety	H-001

- The disposition of the case stating whether the worker returned to work, was sent home or to a physician or hospital, and means of transportation where applicable; and
 - The signature of the person making the entry.
- 4.3 First aid registers shall be available for inspection by any member of the occupational health and safety committee.
- 4.4 First aid registers will be retained by the University for at least 5 years from the date of the last entry.

5.0 General requirements

- 5.1 First aid supplies and services shall be located in convenient proximity to the working areas and shall be readily available during all working hours.
- 5.2 Signs showing the location of the first aid supplies and services shall be posted in conspicuous places in the working areas in a workplace.
- 5.3 First aid supplies and equipment shall be kept clean and dry.
- 5.4 Memorial will ensure that there is a readily available an ambulance service or other suitable means of transportation for injured workers.
- 5.5 Where workers work in relative isolation from first aid services, Memorial shall provide an effective means of checking on their well-being from time to time. (NOTE: see Working Alone procedure)
- 5.6 Memorial will ensure an adequate number of employees hold and maintain a valid emergency first aid certificate (as per legislative requirements) so as to provide adequate first aid services on campus in the event of personal injuries involving students, faculty, or staff. Each department shall ensure that at least one individual maintains a valid emergency first aid certificate and that individual is readily available to provide emergency first aid services if required. On an annual basis, each supervisor will conduct a survey of his or her area of operations and shall identify those individuals who are required to hold and maintain a valid first aid certificate. This will be accomplished in consultation with the Department of Health & Safety and an appropriate training plan developed.
- 5.5.1 All individuals who work with electrical equipment, machinery, or conductors shall hold and maintain both a valid emergency first aid certificate and basic CPR training.

Latest revised date: October 26, 2011	Page 3 of 8
Prepared by: Department of Health & Safety	H-001

5.5.1.1 CPR training is to be scheduled in consultation with the Department of Health & Safety. The decision to conduct either a Heartstart CPR Level "A" or Basic Rescuer CPR Level "C" course will be determined by the risk assessment conducted in consultation with the Department of Health & Safety.

The most comprehensive level of training available, this course provides all of the skills necessary to respond to choking and respiratory and cardiovascular emergencies in infants, children, and adults.

- 5.6 At every location where there are more than 15 workers, a stretcher, blankets, and splints shall be provided and maintained in good condition.

6.0 Procedures

- 6.1 Memorial will post, in conspicuous positions on campus, a written notice that outlines a procedure for the reporting of injuries.
- 6.2 Where Memorial requires a worker to work alone, the University will ensure that the worker holds a valid emergency first aid certificate.

Legislative reference: Consolidated Newfoundland & Labrador Regulation 1148/96. Occupational Health & Safety First Aid Regulations.

Latest revised date: October 26, 2011	Page 4 of 8
Prepared by: Department of Health & Safety	H-001

Appendix A - Schedule A: Pocket First Aid Kit: A pocket first aid kit containing supplies as specified below shall be supplied by the University and carried by all supervisors of workers where the nature of the work or the location of the workplace would make it reasonable to be so equipped.

1 - 15 ml container of sterile eyewash

1 - 50 ml bottle Dettol, merthiolate, or other approved antiseptic

2 ammonia ampoules

1 - 5 cm by 5 m roller bandage

1 - 5 cm compressed bandage

2 - 5 cm by 5 cm sterile gauze pads

12 - 2.5 cm x 7.5 cm adhesive dressings

1 roll 1.25 cm by 2.3 m adhesive plaster

6 safety pins

1 metal or plastic box container

Latest revised date: October 26, 2011	Page 5 of 8
Prepared by: Department of Health & Safety	H-001

Appendix B - #1 First Aid Kit: Every workplace shall have at least a #1 first aid kit

EQUIPMENT

1 emergency first aid safety oriented manual

1 first aid record book

12 safety pins

1 splinter tweezers, blunt nose

1 pair scissors - 10 cm

DRESSINGS (Each item to be individually wrapped to maintain sterility.)

2 sterile bandage compresses, 10 cm x 10 cm

12 sterile adhesive dressings, 2.5 cm x 7.5 cm

12 sterile pads, 7.5 cm x 7.5 cm

4 - triangular bandages, 95 cm x 95 cm

ANTISEPTIC

100 ml bottle peroxide

ADHESIVE TAPE

1 roll - 1.25 cm x 2.3 m

Latest revised date: October 26, 2011	Page 6 of 8
Prepared by: Department of Health & Safety	H-001



Department of
Health and Safety

Appendix C - #2 First Aid Kit: Where there are more than one but less than 15 workers at a workplace on campus, there shall be at least a #2 first aid kit containing:

EQUIPMENT

1 emergency first aid safety oriented manual

1 first aid record book

12 safety pins

1 splinter tweezers, blunt nose

1 pair scissors, 10 cm

DRESSINGS (Each item to be individually wrapped to maintain sterility.)

2 sterile bandage compresses, 10 cm x 10 cm

16 sterile pads, 7.5 cm x 7.5 cm

16 sterile adhesive dressings, 2.5 cm x 7.5 cm

6 - triangular bandages, 95 cm x 95 cm

ADHESIVE TAPE

1 roll - 2.5 cm x 5 m

ANTISEPTIC

100 ml bottle peroxide

Latest revised date: October 26, 2011	Page 7 of 8
Prepared by: Department of Health & Safety	H-001

Appendix D - #3 First Aid Kit: Where there are 15 or more but less than 200 workers on campus, there shall be at least a #3 first aid kit.

EQUIPMENT

1 standard safety oriented first aid manual

1 first aid record book

12 safety pins

1 splinter tweezers, blunt nose

1 pair scissors, 10 cm

DRESSINGS (Each item to be individually wrapped to maintain sterility.)

6 sterile bandage compresses, 10 cm x 10 cm

32 sterile pads, 7.5 cm x 7.5 cm

32 sterile adhesive dressings, 2.5 cm x 7.5 cm

6 - triangular bandages, 95 cm x 95 cm

BANDAGES

2 rolls of adhesive tape, 2.5 cm x 5 m

tubular finger bandage with applicator, .01 size x 4.5 m

10 finger tip dressings

10 knuckle pad dressings

ANTISEPTIC

100 ml bottle peroxide

Legislative reference: Occupational Health and Safety First Aid Regulations under the Occupational Health and Safety Act (O.C. 96-478).

Latest revised date: October 26, 2011	Page 8 of 8
Prepared by: Department of Health & Safety	H-001