



First Aiders Guidance



Definitions:

First Aid: Immediate care given to a person who is injured or ill. Treatment is given until medical aid by a health care professional can be administered (if applicable).

First Aid Box: A box or container that must, at the minimum, contain items listed in: Sections 8, 9, 10, 11 or 16 of Regulation 1101; or, the CSA Standard, First Aid Kits for the Workplace Z1220-17

First Aider: A person holding a valid First Aid Certificate issued by a training agency recognized by the Workplace Safety & Insurance Board (WSIB).

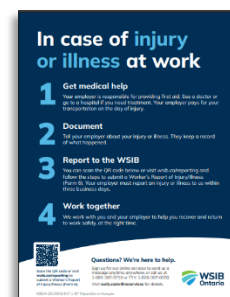
First Aider Responsibilities:

1. To respond to first aid emergencies **within the limits of their training**.
2. To **obtain and maintain a valid First Aid Certificate** issued by a training agency recognized by the WSIB.
3. To follow appropriate emergency procedures and provide **interim first aid until medical services** takes over.
4. To be **in charge of a first aid station and inspect the first aid box and its contents at least every three months (4X/year)** and replenish the supplies if needed. The inspection card/checklist for the first aid box should be **signed and dated**. Refer to this link for a checklist: <https://ehs.utoronto.ca/training/first-aid-training/#checklist>
5. To **keep a record**, indicating the date, time, and nature of the first aid treatment given to any injured person.

Advise injured worker to complete a University of Toronto **accident / incident online eForm report** with their supervisor within 24 hours. Details and information on how to complete this form is located on the EHS website at: <https://ehs.utoronto.ca/report-an-incident/>.

First Aid Stations shall contain/post:

A first aid box* containing the items required by Reg. 1101 or CSA	an inspection card/checklist,
the WSIB Form 82 poster, 'In Case of Injury at Work' **, and	valid first aid certificates of the first aiders.



Questions? Contact EHS at **Tel:** 416.978-4467, **email:** ehs.office@utoronto.ca

Or visit the First Aid Training **website:** <https://ehs.utoronto.ca/training/first-aid-training/>

Other personal protective equipment (e.g., CPR barrier mask and non-latex gloves) as prescribed by the first aid training should also be included in the first aid box.

*You can purchase **ready-made first aid kits** from the supplier of your choice, or **you may assemble your own first aid kit** following appropriate content requirements.

Contact EHS for the **'In Case of Injury at Work' WSIB Poster / sticker or go to this link: <https://www.wsib.ca/en/case-injury-poster-form-82> to download a poster.