

## First Aid Training - Frequently Asked Questions

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### Training

#### **Does the University offer First Aid training if First Aid is a job requirement?**

Some staff members (e.g. lifeguards, electricians) require First Aid training as a function of their job. The University's First Aid Program is designed to meet Regulation 1101 under the *Workplace Safety and Insurance Act* and does not cover this circumstance. Departments whose staff members require this training for their job are responsible for organizing their own First Aid training. Departments can contact EHS for names and contact information for First Aid training providers if they wish to set up their own session.

#### **Does the University offer First Aid Recertification training?**

A pilot program for First Aid Recertification training was offered in 2012. Based on low attendance rates and feedback from the pilot project, it is not feasible to provide efficient recertification training on a regular basis. Issues that arose from the pilot project include the inability to transfer original training from one training provider to another and strict expiration date requirements (i.e. if you are 1 day over the expiry date, you are not eligible for the recertification). In addition, First Aiders are only allowed to recertify once after and must take the full 2-day training course following that expiration. However, EHS will continue to monitor the First Aid training program and recertification training may be offered if there is enough demand.

#### **I am not an identified First Aider and I have missed the General Interest session – what do I do?**

The University's First Aid Program is designed to meet Regulation 1101 under the *Workplace Safety and Insurance Act*, but EHS does offer one General Interest session to all current students and staff members (first-come, first-serve). If you have missed this year's session, you should speak to your supervisor or department about your interest. If there is enough interest and the Department wishes to set up their own session, EHS can assist by providing names and contact information for First Aid Providers. EHS would also encourage you to contact us so we can track the interest. If there is enough interest, more General Interest sessions may be set up in the future.

## **How do I know when my training will expire?**

First Aid training expires every 3 years. Course participants should keep their training certificate easily accessible for reference.

Training for Category 1 staff members (Identified First Aiders) is tracked using the Express Registration System from ODL. Staff members in this category can check their training date using this system: <http://www.odlc.utoronto.ca/trainingrecord>. Generally a list of First Aiders is posted next to the First Aid Station. It is recommended that the training expiration date also be posted on this list so that First Aiders are reminded of their expiration date when they are inspecting or re-filling the First Aid Station.

EHS does not track training for Wilderness First Aid (Category 2) and First Aid (General Interest). It is the responsibility of the participant and appropriate Department to track who should receive this type of training.

## **Do I have to pay to attend the First Aid Course as an Identified First Aider?**

All Identified First Aiders who are a part of the First Aid Program for the University of Toronto can attend the Standard First Aid course arranged on a regular basis by EHS for the University. EHS will cover the cost of training for two individuals per First Aid Station to ensure that the station is covered during normal working hours of the facility/area being served by the station. The cost of training any additional individuals will be the responsibility of the department. Proper completion of the First Aid Training Registration Form for Identified First Aiders is therefore very important to ensure that your First Aid Station and eligibility for coverage is properly assessed and registration can proceed.

## **Can I take a First Aid Course that is not coordinated by EHS and still be an Identified First Aider as part of the First Aid Program?**

Generally, we recommend that you attend a session that has been coordinated and arranged by EHS, as this will ensure that the First Aid provider and course is WSIB-approved, that the record of attendance has been properly documented, and that there is appropriate reimbursement (where eligible). However, if you wish to use a First Aid provider outside of the coordinated course, please ensure to contact EHS first prior to participating in the First Aid Course for proper review and approval on a case-by-case basis.

## **Where is the location of the First Aid training courses (Category 1, 2, or 3) coordinated by EHS?**

The 2-day Standard First Aid is typically held in a classroom setting at the St. George Campus for both days, but the location and room of the training can vary depending on the scheduled session and resource availability.

The 3-day Wilderness First Aid is a much more specialized course, where one day will be held at the St. George campus, and two days will be located off-site, based on a location predetermined by the external vendor.

Detailed information on the location of the specific training session will be provided once you have completed the full registration. EHS does not provide transportation services to/from any of the locations for the training.



## **What if I cannot attend or complete a Category 1, 2, or 3 First Aid course which I have registered for?**

There is no cancellation fee if you notify the EHS office at [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca) a minimum of 5 business days prior to the start of your registered course.

However, if you are unable to attend (due to conflict in schedules, etc.) and fail to notify EHS to cancel a minimum of 5 business days prior to the course start date, your Department will be charged a fixed cost. The fixed cost is set by the external vendor at \$85.00 per person for the 2-day Standard First Aid, and \$250.00 for the 3-day Wilderness First Aid.

Similarly, if you are unable to complete the course (due to conflict in schedules, etc.), your Department will be charged a fixed cost. The fixed cost is set by the external vendor at \$85.00 per person for the 2-day Standard First Aid, and \$250.00 for the 3-day Wilderness First Aid.

## **First Aid Stations**

### **Where is the First Aid Station located in my area?**

First Aid Stations are located in each building based on the type of work being done and the occupancy/distribution of employees in each department. Contact your Supervisor or Department to provide you with the location of the First Aid Stations in your work area.

EHS maintains a list of the First Aid Stations that we have been notified of on campus. As there are constant changes, please contact EHS to report the location of your First Aid Station if this has not already been done, or if there are any changes to its location.

### **Where should a First Aid Station be located?**

First Aid Stations are generally provided and maintained on a department basis. First Aid Stations should be placed in the care of an employee who works close to the station, and has a valid First Aid Certificate. The First Aid Station is required to be located in an area that is easily accessible at all times for the prompt treatment of any worker. The First Aid Stations should be clearly marked by signs and be visible from a distance. Depending on the location it serves and the hazards present, it may be necessary to have more than one station present.

EHS maintains a list of the First Aid Stations that we have been notified of on campus. As there are constant changes, please contact EHS to report the location of your First Aid Station if this has not already been done, or if there are any changes. For more guidelines on how to locate your First Aid Station, refer to Section 4.2 of the First Aid Program posted on the EHS website at: <http://www.ehs.utoronto.ca/resources/manindex.htm>



## **What should a First Aid Station contain?**

A First Aid Station should contain a first aid box containing the items required by Regulation 1101 (see below for first aid box contents).

In addition, there should be a notice board displaying the following:

- The WSIB Form 82
- Valid First Aid certificates of the First Aiders in charge of that station
- Inspection card with spaces for recording the date of inspection and the signature of the person conducting the inspection.

## **What should be contained in the first aid box or first aid room?**

The first aid box or first aid room contents as required by Regulation 1101 are based on the number of employees present in any one shift. Different contents are required if there are:

- 5 workers or less,
- 6-15 workers,
- 16-199 workers, or
- 200 or more workers.

The requirements for the minimum first aid items required (such as number of bandages, dressings, safety pins, etc.), are listed in section 8, 9, 10, 11 and 16 of Regulation 1101, summarized in Appendix I of the University of Toronto First Aid Program, as posted on the EHS website at:

<http://www.ehs.utoronto.ca/resources/manindex.htm>. The department may want to exceed these requirements depending on the specific hazards in the workplace, size, location, etc.

## **Where do I purchase the first aid box or first aid room contents?**

You may assemble your own first aid kit for your first aid box, following appropriate content requirements listed in section 8, 9, 10, 11 and 16 of Regulation 1101, (alternatively summarized in Appendix I of the University of Toronto First Aid Program, as posted on the EHS website at:

<http://www.ehs.utoronto.ca/resources/manindex.htm>), as a guide. You may also purchase ready-made first aid kits from the supplier of your choice. EHS does not endorse any particular first aid kit vendor.

## **Who ensures that the first aid kit is full?**

The Department/Division is responsible for ensuring that first aid facilities are provided as required. Trained and Identified First Aiders assigned to First Aid Stations are required to conduct inspections every 3 months to ensure that first aid supplies are provided and maintained. When supplies are needed, the First Aider should notify their Department/Division manager.

## **Identified First Aiders**

### **How do I find out who the trained and Identified First Aider is for my work area?**

A list of certified and Identified First Aiders in your work area should be posted near the first aid kit as part of the “First Aid Station”. Please contact your Department or Supervisor to locate the location of the First Aid Station and list of certified and Identified First Aiders in your area.

If the First Aiders listed are expired (expires after 3 years), contact the Identified First Aider/Department to either re-attend the first aid training or to locate a replacement First Aider, and also notify EHS at [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca).

### **What are the responsibilities of an Identified First Aider as part of the First Aid Program?**

Those who are Category 1 Identified First Aiders and have taken the First Aid training as part of the University of Toronto’s First Aid Program are requested to respond to first aid emergencies within the limits of their training, until medical services take over. They are required to maintain and be in charge of their First Aid Station and inspect the contents of their first aid box at least every three months, and replenish the supplies if needed. If treatment is provided, a record or log indicating the date, time and nature of the first aid treatment given is required.

When the First Aid Certificate expires after 3 years, Identified First Aiders are requested to re-attend the First Aid Training if they wish to continue as an Identified First Aider. If an Identified First Aider does not wish to continue after their First Aid Certification expires, please contact the appropriate department so that a replacement First Aider can be identified, and also notify EHS at [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca). For the full list of First Aider requirements, please refer to the Section 3.4 of the First Aid Program posted on the EHS website at: <http://www.ehs.utoronto.ca/resources/manindex.htm>

## **Regulations and Forms**

### **Where do I obtain copies of Regulation 1101?**

Copies of Regulation 1101 and First Aid requirements are accessible online, and can be downloaded at the Workplace Safety and Insurance Board website at: <http://www.wsib.on.ca/files/Content/DownloadableFileFirstAidRequirementsreg1101/FAEng.pdf> .

Specific sections of Regulation 1101 (section 8, 9, 10, 11, and 16) are also available on the University of Toronto First Aid Program, Appendix I, as posted on the EHS website at: <http://www.ehs.utoronto.ca/resources/manindex.htm>.

Alternatively, you can contact our office, [liz.lourenco@utoronto.ca](mailto:liz.lourenco@utoronto.ca) to request copies of the First Aid Requirements, Regulation 1101.



## **Where do I obtain copies of the “In Case of Injury” (WSIB Form 82)?**

Copies of the “In Case of Injury” WSIB Form 82 are accessible online, and can be downloaded at the Workplace Safety and Insurance Board website at:

[http://www.wsib.on.ca/files/Content/PosterIn%20Case%20of%20Injury%20Poster\\_big/7x9posterENG.jpg](http://www.wsib.on.ca/files/Content/PosterIn%20Case%20of%20Injury%20Poster_big/7x9posterENG.jpg)

Additionally, this poster is also available on the University of Toronto First Aid Program, Appendix II, as posted on the EHS website at: <http://www.ehs.utoronto.ca/resources/manindex.htm>.

Alternatively, you can contact our office, [liz.lourenco@utoronto.ca](mailto:liz.lourenco@utoronto.ca) to request copies of the WSIB Form 82.

## **Incident Reporting**

### **How should injuries and first aid provided be recorded?**

For all accidents and incidents, the University of Toronto Accident reporting procedures should be followed. An accident and incident online report should be filled out. Details and information on how to complete this form is located on the EHS website at: <http://www.ehs.utoronto.ca/resources/wcbproc.htm>

In addition, a record is required to be kept at the first aid station to track the date, time and nature of any first aid treatment/advice provided.