First Aiders

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.

First Aid Box: A box or container that must at minimum contain items listed in Sections 8, 9, 10, 11 or 16 of Ontario Regulation 1101, First Aid Requirements.

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 his/her 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 take 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.
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 and incident online report with their supervisor. Details and information on how to complete this form is located on the EHS website at: [http://www.ehs.utoronto.ca/resources/wcbproc.htm](http://www.ehs.utoronto.ca/resources/wcbproc.htm).

First Aid Stations shall contain/post:

<table>
<thead>
<tr>
<th>A first aid box* containing the items required by Reg. 1101,</th>
<th>an inspection card/checklist,</th>
</tr>
</thead>
<tbody>
<tr>
<td>the WSIB Form 82 poster, ‘In Case of Injury at Work’**, and</td>
<td>valid first aid certificates of the first aiders.</td>
</tr>
</tbody>
</table>

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

Reg. 1101 is accessible online, and can be viewed / downloaded at Service Ontario’s e-Laws website at: [http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_901101_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_901101_e.htm)

Need Help? Contact EHS at 215 Huron St., 7th Floor, Toronto, Ontario, M5S 1A2, Telephone: 416.978-4467, Website: [www.ehs.utoronto.ca](http://www.ehs.utoronto.ca) or email: ehs.office@utoronto.ca.

*You can purchase ready-made first aid kits from the supplier of your choice. EHS does not endorse any particular first aid kit vendor, or you may assemble your own first aid kit following appropriate content requirements listed in sections 8, 9, 10, 11 and 16 of Reg. 1101.

**Contact EHS for the ‘In Case of Injury at Work’ WSIB Poster / sticker.