



UNIVERSITY OF  
**TORONTO**  
**FIRST AID PROGRAM**

**July 11, 2024**

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## 1.0 INTRODUCTION

The purpose of the First Aid Program is to ensure employees at the University of Toronto receive appropriate first aid treatment in the event of an injury. All employers who are subject to the Occupational Health and Safety Act must comply with R.R.O. 1990, Regulation 1101: First Aid Requirements under the *Workplace Safety and Insurance Act, 1997*.

### 1.1 Objectives

The objectives of the First Aid Program are:

1. To comply with Regulation 1101 under the *Workplace Safety and Insurance Act, 1997*;
2. To ensure that the required first aid stations and boxes are provided, maintained, and inspected; and
3. To outline the training and certification requirements for first aiders.

### 1.2 Scope

This program covers first aid requirements of the Workplace Safety Insurance Board (WSIB), specifically Regulation 1101, and applies to all employees at the University of Toronto who require or provide first aid treatment in the event of an injury. While Regulation 1101 only applies to employees, First Aid treatment will be provided for student and visitor injuries as necessary. However, this program does not apply to employees who require first aid as part of their regular job (e.g., lifeguards) or clinical settings. These higher risk settings have additional first aid needs that should be assessed separately.

## 2.0 DEFINITIONS

**FIRST AID** Immediate care given to a person who is injured or ill. Treatment is provided until medical aid can be administered by a health care professional (if applicable).

In accordance with Regulation 1101, first aid includes but is not limited to:

- cleaning minor cuts scrapes or scratches;
- treating a minor burn;
- applying bandages and/or dressings;
- applying cold compress, cold pack, or ice bag, applying a splint;
- changing a bandage or a dressing after a follow-up observation visit; and
- any follow-up for observational purposes only.

<b>FIRST AIDER</b>	A person holding a valid First Aid Certificate issued by a training agency recognized by the Workplace Safety & Insurance Board (WSIB).
<b>FIRST AID KIT</b>	<p>A box or container that must, at the minimum, contain items listed in:</p> <ul style="list-style-type: none"> <li>• Sections 8, 9, 10, 11 or 16 of Regulation 1101; OR</li> <li>• CSA Standard, First Aid Kits for the Workplace Z1220-17*</li> </ul> <p>In addition to the prescribed content for a first aid box, the following should be included: non-latex gloves in varying sizes and optionally consider a Cardiopulmonary Resuscitation (CPR) mask (barrier device). Quantities of first aid supplies may be increased to suit the needs of a particular workplace.</p> <p>*CSA Z1220-17, First Aid Kits for the Workplace, provides general requirements for workplace first aid kits, specifies a classification system for the kits, and sets minimum requirements for their contents based on their classification. It also provides requirements for the selection of kits based on various workplace environments, for their containers and the marking of containers, and for ongoing maintenance.</p>
<b>FIRST AID STATION</b>	<p>The conspicuous location of a first aid box and the postings required by Regulation 1101 in the workplace. Effective January 1, 2020, the WSIB will accept the CSA Z1220-17 First aid kits for the workplace.</p> <p>To meet the Regulation 1101 first aid obligations under WSIA, workplaces have the option of supplying the Regulation 1101 First aid kit requirements or CSA Z1220-17 First aid kits for the workplace.</p>
<b>FIRST AID ROOM</b>	A room is required when there are 200 or more workers in any one shift. The room must be equipped with the contents listed in Section 11 of Regulation 1101.
<b>WORK IN ISOLATION</b>	Working alone or working in a location remote from normal services and support, where the capacity to readily summon assistance from a workplace first aider in the event of injury, illness or emergency is limited. (Source: CSA Z1220-17)
<b>WORKPLACE FIRST AID KIT RISK ASSESSMENT</b>	A process used to determine the risk level in a workplace as it relates to the provision of workplace first aid services, first aid kits, and supplies. (Source: CSA Z1220-17)

### 3.0 RESPONSIBILITIES

This section outlines the responsibilities within the University for implementation of the First Aid Program.

#### 3.1 All Department/Division Heads

Department/Division Heads have the following responsibilities:

1. To ensure appropriate first aid stations/rooms are provided;
2. To ensure trained first aider(s) are assigned to each first aid station/room; and
3. To ensure first aid supplies are provided, maintained, and inspected. Please note that to meet the Regulation 1101 first aid obligations under WSIA, workplaces have the option of supplying either the Regulation 1101 First aid kit requirements or CSA Z1220-17 First aid kits for the workplace.
4. To complete the [Divisional First Aid Self-Evaluation Tool](#) when requested by EHS.

#### 3.2 Department/Division Supervisors

Department/Division Supervisors have the following responsibilities:

1. To ensure locations of first aid stations and their assigned first aider(s) are communicated to all staff under their supervision;
2. To arrange appropriate first aid provisions for individuals working in isolation (e.g., alone or working outside normal work hours);
3. To follow U of T procedures for Accident / Incident Reporting (<https://ehs.utoronto.ca/report-an-incident/>);
4. To set-up the first aid station in an easily accessible area close to the responsible first aider(s);
5. To ensure the name of each first aider and their valid training certificate or card is posted in a conspicuous place close to the first aid station;
6. To ensure the [WSIB “In Case of Injury” at Work Poster, Form 82](#) (Appendix A) outlining the necessity of reporting all accidents and receiving first aid treatment is posted;
7. To complete first aid kit risk assessment/hazard assessments (see Section 4.1) .and
8. To arrange for transportation (e.g., ambulance or taxi) of the injured individual if necessary to receive further medical treatment.

### 3.3 University Faculty, Staff, Students & Non-University Visitors and Contractors.

University faculty, staff, students and non-University visitors and contractors have the following responsibilities:

1. To report all incidents, accidents or first aid treatment to their supervisors;
2. To utilize the first aid services provided if necessary; and
3. To follow emergency procedures.

### 3.4 First Aiders

First Aiders have the following 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 (<https://www.wsib.ca/en/providers-approved-deliver-emergency-and-standard-first-aid>);
3. To follow appropriate emergency procedures and provide interim first aid until medical services arrives (if applicable);
4. To be in charge of a first aid station and inspect the first aid box and its contents at least every three months (or four times per year) and replenish the supplies as needed. The inspection card / checklist (**Appendix B or C**) for the first aid box should be signed and dated; and
5. To keep a record, indicating the date, time and nature of the first aid treatment given to any injured person (refer to the [EHS First Aid Treatment Log template](#), this may also be captured in the on-line Accident / Incident eForm;

Advise injured worker to complete the University Accident / Incident online report with their supervisor. If the injured person is a non-University community member (e.g., visitor, student, contractor), a University staff should complete the eForm. Details and information on how to complete this form is located on the EHS website: <https://ehs.utoronto.ca/report-an-incident/>.

### 3.5 Environmental Health and Safety

Environmental Health and Safety (EHS) has the following responsibilities:

1. To arrange first aid courses on campus to assist employees in obtaining and maintaining valid Standard Workplace First Aid training (includes CPR and AED) certificates for

compliance with Regulation 1101. Refer to scheduling on the First Aid Training Services website: <https://ehs.utoronto.ca/training/first-aid-training/>

2. EHS will cover the cost of training for up to two identified first aiders per first aid station to ensure coverage during normal working hours;
3. EHS shall ensure that the University at all times keeps “In Case of Injury” poster posted in other conspicuous places in the place of employment [e.g., Health & boards], the poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment. (*refer to **Appendix A***).
4. Upon request, provide a copy of Regulation 1101 as a reference to the first aiders responsible for first aid stations. Regulation 1101 is accessible online, and can be viewed / downloaded at Service Ontario’s e-Laws website at: <https://www.ontario.ca/laws/regulation/901101>
5. To maintain a list of first aiders with valid first aid certificates;
6. To maintain an inventory of all first aid stations at each campus; and
7. To maintain records of all employee incidents, first aid, healthcare and lost-time incidents.

### **3.6 Health and Wellbeing Programs and Services**

1. Follow up with WSIB with respect to incidents involving Healthcare, Lost time and provide Claims management for Return to Work for injured/ill workers if applicable; and
2. Support Environment Health and Safety as needed.

## **4.0 PROCEDURES**

### **4.1 Workplace First Aid Kit Risk Assessment**

It is important to conduct a workplace first aid kit risk assessment to ensure that adequate first aid necessities are in place. This method assesses the following:

- a) the types of injuries or illness that could occur in the workplace;
- b) the likelihood of the occurrence of harm; and
- c) the potential severity of that harm.

A competent person within the University (i.e., department/division supervisors) should be tasked with such a risk assessment and should be supported by workers, worker representative(s) and Joint Health and Safety Committee(s), and EHS as needed.

At a minimum, the workplace first aid kit risk assessment should include the following:

1. Identification of hazards;
2. Assessment of hazards (types of injuries or illness that could occur in the workplace, the likelihood of the occurrence of harm, and the potential severity of that harm); and
3. Identification of first aid requirements (i.e., supplies and equipment needed for first aid response).

#### 4.1.1 Hazard Assessment

The following considerations should be incorporated into a hazard assessment for the workplace (adopted from CSA Z1220-17):

- a) the characteristics of the workplace;
- b) the number of workers at the workplace per shift;
- c) industry sector injury trends;
- d) the organization's history of workplace first aid incidents;
- e) the proximity of trained workplace first aiders to provide first aid;
- f) accessibility to emergency medical services;
- g) work patterns (e.g., shift work, workers on shared or multi-occupied sites, planned and unplanned leave of workplace first aiders);
- h) mode of transportation available for transferring injured or ill persons and an attendant(s) to a medical facility; and
- i) any special needs (e.g., workers with disabilities or known medical conditions).

As workplaces have varying risk levels with respect to first aid incidents, it is important to note that as the risk increases, so does the first aid requirements. A risk assessment can help to identify not only the classification of the first aid kit required for the work environment but also any additional supplies needed to address specific work environments such as laboratories. Please refer to **Appendix D** for a sample workplace first aid risk assessment.

#### 4.2 First Aid Stations

1. A first aid station shall contain:
  - first aid box containing the items required by Regulation 1101 or CSA Z1220-17; and
  - notice board displaying:
    - WSIB [“In Case of Injury” at Work Poster, Form 82](#) (refer to **Appendix A**);
    - valid first aid certificates of the first aiders; and
    - inspection card / checklist with spaces for recording the date of inspection and the signature of the person conducting the inspection (refer to **Appendix B or C**);
    - First Aid Treatment Log (refer to <https://ehs.utoronto.ca/wp-content/uploads/2018/08/First-Aid-Treatment-Log.pdf>). This log should be completed if the eForm is not completed. This log is meant to keep a record, indicating the date, time and nature of the first aid treatment given to any injured person.

Always advise the 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 which is located on the EHS website at:  
<https://ehs.utoronto.ca/report-an-incident/>.

2. Each first aid station shall be placed in the care of an employee who:
  - works close to the station; and
  - has a valid First Aid Certificate.
3. Where possible, an alternate employee with the same qualifications shall be assigned to the first aid station to ensure coverage during normal working hours.
4. First aid stations shall be located in an area that is easily accessible at all times for the prompt treatment of any worker.

#### 4.2.1 First Aid Boxes

1. A first aid box shall contain at minimum the first aid items required by Regulation 1101 (Section 8, 9, 10, 11 or 16) or CSA Z1220-17. All items in the box must be maintained in good condition. The box must be large enough so that each item is in plain view and easily accessible. The expense of furnishing and maintaining first aid appliances shall be borne by the department / unit.

- **For Regulation 1101:** The contents are based on the number of employees present in any one shift (5 workers or less, 6-15 workers; 16-199 workers; and 200 or more workers).

Sections 8, 9, 10, 11 and 16 lists the minimum requirements only.

- **For CSA Z1220-17:** The contents are based on the classification (e.g., Type 1 – personal, Type 2 – basic, Type 3 - intermediate) and size (Small – 2 to 25 workers, Medium – 26 to 50 workers, Large – 51 to 100 workers).

The department may want to exceed these requirements because of the specific hazards in the workplace, size, location, etc.

It is recommended that in areas where there are particularly hazardous processes (e.g., laboratories, workshops, departments with significant hazards including hazardous materials, machinery and equipment) that it may be most effective to have a first aid station close to each process.

2. When staff and/or students are on a field trip for the purposes of work or study, a first aid box shall be present with contents suitable for the number of people on the field trip. The first aid box should be placed in the care of a staff member who holds a valid First Aid Certificate.
3. All University of Toronto vehicles transporting employees shall be equipped with first aid boxes containing items listed in Section 16(2) of Regulation 1101 **or** CSA Z1220-17.
4. 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.

5. Equipment outside the scope of first aiders, equipment that may deteriorate or that is potentially dangerous (e.g., medication and ointments) should not be included in first aid boxes.
6. The first aid boxes and their contents must be inspected a minimum of every three months (or four times a year\*) by the individual(s) in charge of the first aid station to ensure that supplies are maintained in good condition and replenished if necessary. An inspection card / checklist must be signed and dated after each inspection.  
*\*the minimum inspection period should be not more than 90 days and should occur following any first aid incident where the workplace first aid kit is used.*

#### **4.2.2 WSIB Poster – “In Case of Injury” at Work (Form 82)**

1. At each first aid station or in another conspicuous area in the workplace, the WSIB poster entitled [In Case of Injury](#) (**Appendix A**) must be posted. The poster outlines the responsibilities and obligations of both employer and worker when an accident occurs at the workplace.

#### **4.3 Guidance for Locating First Aid Stations**

First aid stations should be provided and maintained on a department level rather than building level. It is necessary for individual departments to decide where first aid stations are located based on the type of work being done, occupancy and the distribution of employees within the department. The following guidelines are meant to assist in determining appropriate first aid station locations. It is recommended that a list of all first aid stations and designated first aiders for all the departments be posted throughout the building (e.g., on the health & safety board).

1. Each first aid station should be clearly marked by signage signaling there is a first aid kit, and the signage should be visible from a distance.
2. The station shall be in an area which is easily accessible to allow for the prompt treatment of any worker at all times when work is in progress. Where a first aid station is not easily accessible to provide prompt treatment of a worker, an additional first aid station or stations shall be established.
3. The station should be located close to where the trained first aiders regularly work.
4. If the workplace is spread over a large area, it may be necessary to have more than one station present.
5. If there are several hazardous processes in the workplace, it may be necessary to have a first aid station close to each process.
6. Although not necessary in all cases, the station (especially in areas where there are particularly hazardous processes) should be on the same floor as the people it serves.
7. The station should be near an accessible communication system that will be able to connect with emergency services personnel for escalation.

#### **4.4 First Aid Rooms**

A first aid room is required when there are 200 or more workers on any one shift at a place of employment. For the purposes of this First Aid Program, a place of employment will be defined as one building.

1. First aid rooms should be established in buildings that have 200 or more employees working in any one shift.
2. Each first aid room should be equipped with the contents listed in Section 11 of Regulation 1101.
3. Each first aid room must be in the charge of a person with a valid First Aid Certificate.

#### **4.5 Guidelines for Locating First Aid Rooms**

It is necessary for departments to decide, based on the distribution of staff within the building, where the room will be located. If there are several different departments within a building, all the departments should collectively agree on the location of the first aid room. The following guidelines are meant to assist in determining the best location. The location of the first aid room should be posted throughout the building along with the assigned first aiders.

1. The room's location must be clearly marked by signs.
2. The room should be located reasonably close to the stairs and/or elevators and minimize the distance an injured individual would have to walk to the room.
3. The room should be close to an exit from the building where an ambulance can access the injured person quickly. The exit should have doors that are large enough to permit a stretcher to pass through easily.
4. The room should be located close to where trained first aiders regularly work daily. Names and contact information should be posted on the door of the room. Confirm with the first aider contact information that will be posted.
5. The room should be located where running water is available.
6. The room should be relatively quiet and provide reasonable privacy for the ill and injured.
7. The room may serve dual purposes (e.g., staff lounge, nursing room).
8. The station should be near an accessible communication system that will be able to connect with emergency services personnel for escalation.

### **5.0 AUTOMATED EXTERNAL DEFIBRILLATORS(AEDs)**

AEDs are not required at first aid stations/rooms but are an important life-saving device in the event of a sudden cardiac arrest. AEDs [are available in many buildings across the University](#), typically located in common areas of the building (e.g. at an entrance/exit, next to the fire plan box, lobbies, elevator banks), to increase access to this equipment during an emergency. In addition, Campus Safety vehicles are equipped with first aid kits and AEDs.

Prior to purchasing an AED, units are asked to notify EHS who can provide guidance on placement, inspections, etc.

Considerations should be given to:

- Working with your property manager/local facilities group (e.g., installation of an AED cabinet and signage).
- Departments are responsible for operation, inspection, and maintenance of the device according to the manufacturer's instructions (e.g., frequency, checking the battery and expiration dates of gel pad, etc.).

Departments/units should also register their AEDs with the City of Toronto's [AED Registration for Paramedic 911 Communications](#) website or with the [Peel Region AED website](#). First aid training covers their use. For more information on AEDs including training materials, please refer to the [EHS First Aid Training webpage](#).

## **1.0 RECORD OF INJURY AND FIRST AID PROVIDED**

University procedures for Accident / Incident Reporting shall be followed:  
(<https://ehs.utoronto.ca/report-an-incident/>).

## **2.0 TRAINING**

All first aiders are required to complete a Standard First Aid & CPR Course and maintain a current First Aid Certificate from a training agency recognized by the WSIB. There is a CPR component to first aid training recognized by the WSIB.

Standard First Aid courses are arranged on a regular basis by EHS for University staff. The Standard First Aid course offered includes CPR Level C (CPR techniques for adults, children and babies) certification and AED. The in-person course is 2 days in length. All certifications are valid for 3 years.

To comply with WSIB Regulation 1101, EHS will cover the cost of training 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.

EHS does not cover the cost of First Aid Training if it is a job requirement (e.g., lifeguards, electricians, campus safety officers) but may assist in arranging such courses if required.

### **3.0 RESOURCES**

Ontario Regulation 1101, First Aid Requirements -  
<https://www.ontario.ca/laws/regulation/901101>


CSA Z1220-17, First Aid Kits for the Workplace -  
<https://www.csagroup.org/store/product/Z1220-17/>

WSIB Ontario – First Aid Program Guidance - <https://www.wsib.ca/en/firstaid>

Environmental Health and Safety, First Aid Training Website -  
<https://ehs.utoronto.ca/training/first-aid-training/>


## APPENDIX A: WSIB POSTER – [IN CASE OF INJURY](#)

# In case of injury or illness at work

**1**


### Get medical help

Your employer is responsible for providing first aid. See a doctor or go to a hospital if you need treatment. Your employer pays for your transportation on the day of injury.

**2**


### Document

Tell your employer about your injury or illness. They investigate and keep a record of what happened.

**3**

### Report to the WSIB


You can scan the QR code below or visit [wsib.ca/reporting](https://wsib.ca/reporting) and follow the steps to submit a Worker's Report of Injury/Illness (form 6). Your employer must report an injury or illness to us within three days.

**4**

### Work together


We work with you and your employer to help you recover and return to work safely, at the right time.

Scan the QR code or visit [wsib.ca/reporting](https://wsib.ca/reporting) to submit a Worker's Report of Injury/Illness (form 6).



### Questions? We're here to help.

Sign up for our online services to send us a message anytime, anywhere, or call us at 1-800-387-0750 or TTY: 1-800-387-0050. Visit [wsib.ca/online-services](https://wsib.ca/online-services) for details.



Ce document est disponible en français sous le titre : *En cas de lésion ou de maladie au travail* (03/2023)

## **APPENDIX B: FIRST AID KIT REQUIREMENTS (Regulation 1101)**

For a list of first aid kit requirements per Regulation 1101, please refer to: [First Aid Kit Checklist – Reg 1101](#).

## **APPENDIX C: First Aid Kit Requirements (CSA Z1220-17)**

For a list of first aid kit requirements per CSA Z1220-17, please refer to:  
[\*\*FIRST AID KIT CHECKLIST – CSA Z1220-17.\*\*](#)

## APPENDIX D: SAMPLE WORKPLACE FIRST AID RISK ASSESSMENT

The following sample has been adopted from CSA Z1220-17:

The following key steps should be included in a workplace first aid risk assessment:

- a) Identification of the number of worksites that make up the workplace. First aid requirements should be based on the total number of workers present at each independent worksite per shift. If an organization has multiple worksites that make up its workplace, a complete workplace first aid risk assessment should be carried out for each location.
- b) Identification of the workplace risk level: Requirements for workplace first aid kits and supplies should be determined by the regulatory requirements as well as the workplace risk level. This level can be based on the types of hazards that could be present in a specific workplace, the likelihood of occurrence of harm, and the potential severity of the illness/injury that could occur. Furthermore, it is prudent to consider the historical workplace injury rate for the specific workplace or other similar workplaces when determining a risk level. The following example is provided for CSA Z1220-17 First Aid Kits. For Regulation 1101, the workplace kit is dependent on the minimum staff in the area, however risk level can also be considered, and additional supplies can be included.

*Table D.1 – Workplace First Aid Kit Requirements Example for CSA Z1220-17*

Likelihood of Harm	Potential Severity of Harm		
	Low	Moderate	High
Very Unlikely	Type 2: Basic First Aid Kit	Type 2: Basic First Aid Kit	Type 3: Intermediate First Aid Kit
Unlikely	Type 2: Basic First Aid Kit	Type 2: Basic First Aid Kit	Type 3: Intermediate First Aid Kit
Moderate	Type 2: Basic First Aid Kit	Type 3: Intermediate First Aid Kit	Type 3: Intermediate First Aid Kit
Likely	Type 2: Basic First Aid Kit	Type 3: Intermediate First Aid Kit	Type 3: Intermediate First Aid Kit
Very Likely	Type 2: Basic First Aid Kit	Type 3: Intermediate First Aid Kit	Type 3: Intermediate First Aid Kit

- c) Consideration of the response time from our travel time to emergency medical services: For CSA Z1220-17 First Aid Kits, generally the classification of the first aid kit should be higher the longer the likely response time from emergency medical services of the longer the travel time required to safely transport an injured worker to a medical facility. Similarly, for Regulation 1101 first aid kits, more consideration of additional supplies should be taken where the emergency response time and safe transport travel time is longer.
- d) Determination of the number of workers: Different shifts could have different requirements. All workers who might require first aid during any given shift need to be

considered in carrying out the workplace first aid risk assessment. In addition, the organization should consider other workers who might be on-site, including volunteers, students, contractors or other individuals actively engaged in undertaking activities for the benefit of the organization.

- e) Identification of the legislative and other requirements and guidelines applicable to first aid services in the workplace. Relevant legislation, supporting guidelines, and other appropriate resources should also be referenced in the determination of what first aid kits are needed for the workplace.
- f) Review of the assessment: The steps specified items a) to e) should be reviewed as needed.