



UNIVERSITY OF  
**TORONTO**

**FIRST AID PROGRAM**

**November 2016**

## Table of Contents

1.0 INTRODUCTION.....	3
Objectives: .....	3
Scope:.....	3
2.0 DEFINITIONS .....	3
3.0 RESPONSIBILITIES .....	4
3.1 All Department/Division Heads.....	4
3.2 Department/Division Supervisors .....	4
3.3 University Faculty, Staff and Students .....	5
3.4 First Aiders .....	5
3.5 Office of Environmental Health and Safety .....	5
4.0 PROCEDURES.....	6
4.1 First Aid Stations .....	6
4.1.1 First Aid Boxes .....	6
4.1.2 WSIB Poster – In Case of Injury at Work (Form 82) .....	7
4.2 Guidelines for Determining First Aid Stations .....	7
4.3 First Aid Rooms.....	8
4.4 Guidelines for Locating First Aid Rooms.....	8
5.0 RECORD OF INJURY AND FIRST AID PROVIDED.....	8
6.0 TRAINING.....	9
APPENDIX I: First Aid Requirements.....	9
APPENDIX II: WSIB Poster – In Case of Injury at Work.....	13
APPENDIX III: First Aid Kit Requirements – First Aid Checklist.....	14

## 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 Regulation 1101: First Aid Requirements under the *Workplace Safety and Insurance Act*.

### **Objectives:**

The objectives of the First Aid Program are:

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

### **Scope:**

This program 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 if necessary.

## 2.0 DEFINITIONS

**First Aid\*:** First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only.

First aid includes, but is not limited to

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

*\*Workplace Safety & Insurance Board (WSIB). (05-Jan-2010). Employers' Initial Accident - Reporting Obligations. Retrieved from [Operational policy manual](#)*

**First Aid Kits:** You may assemble your own first aid kit for your workplace, using [Regulation 1101](#) as a guide. You may also purchase ready-made first aid kits from the supplier of your choice. Environmental Health & Safety (EHS) does not endorse any particular first aid kit vendor. The kit must at minimum contain items listed in Sections 8, 9, 10, 11 or 16 of Regulation 1101.

**First Aid Station:** The conspicuous location of a first aid box and the postings required by

Regulation 1101 in the workplace.

**First Aid Room:** A room 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.

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

### **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 first aid facilities are provided as required by Regulation 1101.
2. To ensure trained first aiders are assigned to each first aid station/room; and
3. To ensure first aid supplies are provided and maintained as required by Regulation 1101.

#### **3.2 Department/Division Supervisors**

Department/ Division Supervisors have the following responsibilities:

1. To ensure first aid kit locations and their assigned first aiders are communicated to all staff under their supervision.
2. To arrange appropriate first aid provisions for individuals working alone or working outside normal work hours.
3. To follow U of T procedures for Accident / Incident Reporting (<http://www.ehs.utoronto.ca>).
4. To locate the first aid station close to the responsible first aider(s).
5. To ensure the name of each first aider and their 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 II) outlining the necessity of reporting all accidents and receiving first aid treatment is posted.

7. 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 and Students**

University faculty, staff and students 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.
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 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 (or four times per year) and replenish the supplies if needed. The inspection card / checklist (Appendix III) 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 (this may also be captured in the on-line Accident / Incident eForm for Employees or for Students, Contractors and Visitors).

Advise injured worker to complete the University Accident / 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/>.

### **3.5 Office of Environmental Health and Safety**

The Office of 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 First Aid and CPR certificates for compliance with Regulation 1101.

2. Upon request, provide a copy of Regulation 1101 as a reference to the first aiders responsible for first aid stations.
3. To maintain a list of first aiders with valid first aid certificates.
4. To maintain an inventory of all first aid stations at each campus.
5. To maintain records of all incidents, first aid, health care and lost-time incidents.

## **4.0 PROCEDURES**

### **4.1 First Aid Stations**

1. A first aid station shall contain,
  - o a first aid box containing the items required by Regulation 1101; and
  - o a notice board displaying,
    - the WSIB 'In Case of Injury' at Work Poster, Form 82
    - the valid first aid certificates of the first aiders; and
    - an inspection card / checklist with spaces for recording the date of inspection and the signature of the person conducting the inspection.
2. Each First Aid Station shall be placed in the care of an employee who:
  - o works close to the station; and
  - o 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.

#### **4.1.1 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). 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). All items in the box shall be maintained in good condition at all times. The box shall be large enough so that each item is in plain view and easily accessible.
2. Sections 8, 9, 10, 11 and 16 lists the minimum requirements only. 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.

3. 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.

4. All University of Toronto vehicles transporting employees shall be equipped with first aid boxes containing items listed in Section 16(2) of Regulation 1101.
5. 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.
6. 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.
7. The first aid boxes and their contents must be inspected a minimum of 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.

#### **4.1.2 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 at Work* (Appendix II) must be posted. The poster outlines the responsibilities and obligations of both employer and worker when an accident occurs at the workplace.

#### **4.2 Guidelines for Determining First Aid Stations**

First aid stations should be provided and maintained on a department rather than building basis. 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.

1. The station shall be located in an area which is easily accessible to allow for the prompt treatment of any worker at all times when work is in progress. Section 12 of Regulation 1101 states that where the first aid station referred to in Section 9 or 11 is not easily accessible, an additional first aid station or stations shall be established.
2. Each first aid station should be clearly marked by signs and be visible from a distance.
3. 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.
4. If there are a number of hazardous processes in the workplace, it may be necessary to have a first aid station close to each process.
5. If the workplace is spread over a large area, it may be necessary to have more than one station present.
6. The station should be located close to where the trained first aiders regularly work on a

- daily basis.
7. The station should be close to a telephone.

### **4.3 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 (Refer to Appendix I).
3. Each first aid room must be in the charge of a person with a valid First Aid Certificate.

### **4.4 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 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.
2. 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.
3. The room should be located where running water is available.
4. The room should be relatively quiet and provide reasonable privacy to the ill and injured.
5. The room should be located close to where trained first aiders regularly work on a daily basis.
6. The room may serve dual purposes (e.g. staff lounge).
7. The room's location must be clearly marked by signs.
8. The room should be close to a telephone.

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

1. U of T procedures for Accident / Incident Reporting shall be followed (<http://www.ehs.utoronto.ca>).



## 6.0 TRAINING

All first aiders are required to complete a Standard First Aid Course and maintain a current First Aid Certificate from a training agency recognized by the WSIB. Standard First Aid courses are arranged on a regular basis by EHS for the University community. The course is 2 days in length. All certifications are valid for 3 years.

In order 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. Priority for Standard First Aid courses offered by EHS will be given to individuals responsible for first aid stations.

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

## APPENDIX I: First Aid Requirements

### First Aid Box

#### Section 8

- 1) Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum,
  - a. a current edition of a standard St. John Ambulance First Aid Manual or its equivalent;
  - b. 1 card of safety pins; and
  - c. dressings consisting of,
    - i. 12 adhesive dressings individually wrapped,
    - ii. 4 sterile gauze pads, 3 inches square,
    - iii. 2 rolls of gauze bandage, 2 inches wide,
    - iv. 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
    - v. 1 triangular bandage.
- 2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
  - a. is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
  - b. works in the immediate vicinity of the station.

#### Section 9

- 1) Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,
  - a. a current edition of a standard St. John Ambulance First Aid Manual or its equivalent;
  - b. 1 card of safety pins; and
  - c. dressings consisting of,

- i. 24 adhesive dressings individually wrapped,
    - ii. 12 sterile gauze pads, 3 inches square,
    - iii. 4 rolls of 2-inch gauze bandage,
    - iv. 4 rolls of 4-inch gauze bandage,
    - v. 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
    - vi. 6 triangular bandages,
    - vii. 2 rolls of splint padding, and
    - viii. 1 roll-up splint.
- 2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
- a. is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
  - b. works in the immediate vicinity of the box.

### **Section 10**

- 1) Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid station with a first aid box containing as a minimum,
- a. a current edition of a standard St. John Ambulance First Aid Manual or its equivalent;
  - b. 24 safety pins;
  - c. 1 basin, preferably stainless steel; and
  - d. dressings consisting of,
    - i. 48 adhesive dressings, individually wrapped,
    - ii. 2 rolls of adhesive tape, 1 inch wide,
    - iii. 12 rolls of 1-inch gauze bandage,
    - iv. 48 sterile gauze pads, 3 inches square,
    - v. 8 rolls of 2-inch gauze bandage,
    - vi. 8 rolls of 4-inch gauze bandage,
    - vii. 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
    - viii. 12 triangular bandages,
    - ix. splints of assorted sizes, and
    - x. 2 rolls of splint padding.
- 2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
- a. is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
  - b. works in the immediate vicinity of the box.

### **First Aid Room**

#### **Section 11**

- 1) Every employer employing 200 or more workers in any one shift at a place of employment shall provide and maintain a first aid room equipped with,
- a. a current edition of a standard St. John Ambulance First Aid Manual or its

- equivalent;
  - b. instruments consisting of,
    - i. dressing scissors,
    - ii. dressing forceps,
    - iii. safety pins,
    - iv. graduated medicine glass (optional),
    - v. tongue depressors, and
    - vi. applicators, cotton-tipped;
  - c. denatured ethyl alcohol;
  - d. dressings consisting of,
    - i. adhesive dressings, individually wrapped,
    - ii. sterile gauze pads of assorted sizes, individually wrapped,
    - iii. gauze bandages of assorted sizes,
    - iv. adhesive plaster (optional),
    - v. absorbent cotton,
    - vi. triangular bandages,
    - vii. splints of assorted sizes, and
    - viii. splint padding; and
  - e. furnishings consisting of,
    - i. hot and cold running water,
    - ii. 3 washbasins, preferably stainless steel,
    - iii. 1 instrument sterilizer (optional),
    - iv. 1 cabinet for surgical dressings,
    - v. 1 enamel foot bath,
    - vi. 1 sanitary disposal receptacle with lid,
    - vii. 1 first aid box containing as a minimum the items required by subsection 9(1), for use by the attendant at the scene of an accident before the patient is moved to the first aid room or general hospital,
    - viii. 1 couch curtained off or in a separate cubicle,
    - ix. 1 stretcher, and
    - x. 2 blankets.
- 2) The employer shall ensure that the first aid room is in the charge of,
- a. a registered nurse; or
  - b. a worker who,
    - i. is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent,
    - ii. works in the immediate vicinity of the first aid room, and
    - iii. does not perform other work of a nature that is likely to affect adversely his or her ability to administer first aid.
- 3) The certificate referred to in subclause (2)(b)(i) shall be prominently displayed in the first aid room.

## **Transportation, Construction, Farm and Bush Sites**

### **Section 16**

- 1) Every employer of bush workers or farm workers, or both, shall provide at a central location a first aid box containing,
- a. a current edition of a standard St. John Ambulance First Aid Manual or its

- equivalent;
  - b. 1 card of safety pins;
  - c. dressings consisting of,
    - i. 16 adhesive dressings, individually wrapped,
    - ii. 6 sterile gauze pads, 3 inches square,
    - iii. 4 rolls of 3-inch gauze bandage,
    - iv. 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and
    - v. 4 triangular bandages.
- 2) Every employer using a vehicle to transport workers shall equip the vehicle with a first aid box containing,
- a. a current edition of a standard St. John Ambulance First Aid Manual or its equivalent;
  - b. 1 card of safety pins;
  - c. dressings consisting of,
    - i. 16 adhesive dressings, individually wrapped,
    - ii. 6 sterile gauze pads, 3 inches square,
    - iii. 4 rolls of 3-inch gauze bandage,
    - iv. 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and
    - v. 4 triangular bandages.
- 3) The employer of workers engaged in transporting goods outside an urban area in a vehicle shall equip the vehicle with a first aid kit containing,
- a. A current edition of a standard St. John Ambulance First Aid Manual or its equivalent;
  - b. dressings consisting of,
    - i. 12 adhesive dressings, individually wrapped,
    - ii. 1 four-inch bandage compress,
    - iii. 2 two-inch bandage compresses, and
    - iv. 1 triangular bandage.
- 4) Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not readily available to him or her in the event of an accident, the employer shall equip the machinery with a first aid kit containing the items required by subsection (3).
- 5) A bus operated on a route other than an urban route shall be equipped with a first aid kit containing the items required by subsection (3).
- 6) Motive power units of all railways other than units used in yard service shall be equipped with a first aid box equipped with items required by subsection (2).

82

# In Case of Injury at Work

**1** Get first aid immediately, if needed

**2** *Worker:* Tell your employer about the injury

*Employer:* Arrange and pay for transportation to get medical care, if needed

**3** *Employer:* Pay worker's wages for day of injury

**4** *Employer:* Report injury to WSIB within 3 days if it involves

- health care treatment, or
- time away from work, or
- lost wages

**WSIB** Workplace Safety & Insurance Board  
ONTARIO

**CSPAAT** Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail

*Questions?* Call 1-800-465-5606  
www.wsib.on.ca



**First Aid Checklist**

No. staff	First Aid Kit Requirements	Inspected by / Date & sign	Inspected by / Date & sign	Inspected by / Date & sign	Inspected by / Date & sign
1 – 5 (Sec. 8, Reg. 1101)	<b>A current First Aid manual</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 card of safety pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12 adhesive dressings individually wrapped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4 sterile 3" square gauze pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 rolls of 2" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 field dressings, 4" square or 2x4" bandage compresses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 triangular bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 – 15 (Sec. 9, Reg. 1101)	<b>A current First Aid manual</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 card of safety pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24 adhesive dressings individually wrapped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12 sterile 3" square gauze pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4 rolls of 2" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4 rolls of 4" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4 sterile surgical pads suitable for pressure dressings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6 triangular bandages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 rolls of splint padding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 roll-up splint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 – 199 (Sec. 10, Reg. 1101)	<b>A current First Aid manual</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stretcher and two blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24 safety pins and 1 basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	48 adhesive dressings individually wrapped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 rolls of 1" adhesive tape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12 rolls of 1" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	48 sterile 3" square gauze pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8 rolls of 2" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8 rolls of 4" gauze bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6 sterile surgical pads suitable for pressure dressings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12 triangular bandages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Splints of assorted sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 rolls of splint padding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX III: First Aid Kit Requirements – First Aid Checklist *continued...*



No. staff	First Aid Room Requirements	Inspected by / Date & sign	Inspected by / Date & sign	Inspected by / Date & sign	Inspected by / Date & sign
200+ (Sec. 11, Reg. 1101)	A current First Aid manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dressing scissors and forceps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Safety pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Graduated medicine glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tongue depressors,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Applicators, cotton tipped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Denatured ethyl alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adhesive dressings, individually wrapped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sterile gauze pads of assorted sizes, individually wrapped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gauze bandages of assorted sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adhesive plaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Absorbent cotton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Triangular bandages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Splints of assorted sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Splint padding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hot and cold running water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3 wash basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 instrument sterilizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1 cabinet for surgical dressings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Foot bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 sanitary disposal receptacle with lid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 first aid box containing as a minimum items required by Reg. 1101, Section 9 (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 couch curtained off or in a separate cubicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 stretcher and 2 blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*First Aiders: Remember to inspect first aid boxes at least 1X every three months.*

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.