**Divisional First Aid and AED Self-Evaluation Tool (March 19, 2025)**

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| **Name of evaluator** |  | **Date**  |  |
| **Title** |  | **Contact information** |  |
| **Faculty/Department** |  |
| **Locations of official first aid stations/rooms included in this evaluation (building name/address and room number) -** *Known first aid stations/rooms on* [*UTSG*](https://utoronto.sharepoint.com/%3Ax%3A/s/001T_ASDOHealthandSafety/ES2A1FN4Ao5Eq7NNF_mu8N0BurnfmlrtxiaTvtlwlaO9jQ?e=sLOTng)*,* [*UTM*](https://utoronto.sharepoint.com/%3Ax%3A/s/001T_ASDOHealthandSafety/ES2A1FN4Ao5Eq7NNF_mu8N0BurnfmlrtxiaTvtlwlaO9jQ?e=sLOTng&wdLOR=cD3AB213C-2512-40A8-A125-322949F39DF6) *and* [*UTSC*](https://www.utsc.utoronto.ca/ehs/first-aid-aeds)*. If there are changes to this list, please provide information in this section*\*If applicable provide floorplan of locations at the end of the document. |  |
| **Contact person for each location or confirm if evaluator is contact person for all locations within division** |  |

**Note:** Some departments may have additional first aid resources for specific hazards related to that space (e.g., biosafety permitted lab). The above list does not include these site-specific first aid resources and is excluded from the scope of this assessment.

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|  | **Response** |
| Is the first aid box/kit (located at the first aid station or room) portable and accessible (i.e., **not locked** in a cabinet, drawer or room)? |  |
| Does the location of your first aid box/station consider the size and layout of the workplace?  |  |
| Are the following postings installed at or near the first aid box/station: * Signage and contact information for the nearest certified first aid (e.g., [First Aid Kit Located Here Sign](https://ehs.utoronto.ca/wp-content/uploads/2016/11/first_aid_locationv2Nov2016.docx))
* “[In Case of Injury” Poster (Form 82)](https://www.wsib.ca/en/case-injury-poster-form-82)\*

\*In some cases, a first aid station(s)/room(s) may be located near a Health and Safety Board, which can also be used for all relevant [postings](https://ehs.utoronto.ca/jhsc-health-safety-boards/). For more information regarding signage, refer to the [EHS First Aid Training page](https://ehs.utoronto.ca/training/first-aid-training/#checklist). |  |
| Are the names of the certified first aiders with current training (within 3 years) posted at the first aid box/station?*If first aid training has expired or new first aiders need training, refer to the* [*EHS First Aid Training page*](https://ehs.utoronto.ca/training/first-aid-training/)*. EHS provides training to 2 volunteer first aiders per station/room.* |  |
| Have employees been made aware of the location of the first aid station/room (e.g., annual email or memo reminders, onboarding/orientation for new and existing employees, department newsletter, etc.)?  |  |
| Where applicable, have UofT vehicles have been equipped with a first aid box? Refer to checklist: <https://ehs.utoronto.ca/training/first-aid-training/#checklist>. |  |
| Are the contents of the first aid station/room inspected at least every 3 months (4X year), against the checklists provided? Refer to [First Aid Kit Checklist – Reg 1101](http://ehs.utoronto.ca/wp-content/uploads/2016/11/First_Aid_Checklist_nov2016-Updated.pdf) or [First Aid Kit Checklist – CSA Z1220-17](https://ehs.utoronto.ca/wp-content/uploads/2022/05/FAChecklistCSAZ1220-17_May2022.pdf).  |  |
| Have employees been made aware of the [University incident reporting procedures and online incident reports](https://ehs.utoronto.ca/report-an-incident/) and the [EHS Naloxone page](https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/naloxone/) \*\*(e.g. annual email or memo reminders, onboarding/orientation for new and existing employees, department newsletter, etc.)? \*\*Campus Safety is equipped and trained on naloxone kits. Individuals who are at risk of opioid overdose/poisoning should follow the reporting processing outlined on the  [EHS Naloxone page](https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/naloxone/) and their individual needs will be assessed by Occupational Health.  |  |
| AEDs are not required at a first aid station/room, but are an important life-saving devices that can be found in [many locations across the campus](https://ehs.utoronto.ca/training/first-aid-training/#resources). Units who wish to purchase and install an AED should contact EHS for guidance. If your department has installed an AED, please confirm the following:* Please provide the location.
* Has the unit been registered with the [City of Toronto](https://s-ca.chkmkt.com/?e=206149&d=k&h=843AE5B673CB74C&l=en) or [Peel Region](https://www.peelregion.ca/paramedics/defibrillator-program/create/) website? If the AED has been moved, please update your registration.
* Is there a process for inspecting the AED per manufacturer’s instructions? Are the inspections documented?
* If there is no AED in your building, have employees been made aware of other AEDs on campus ([EHS First Aid Training page](https://ehs.utoronto.ca/training/first-aid-training/))? In the event of an emergency that requires medical aid and AED, call 9-1-1 and Campus Safety. Campus Safety are first aid trained and will bring an AED with them to the scene of incident.
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For more information, please refer to the [EHS First Aid Training page](https://ehs.utoronto.ca/training/first-aid-training/) and the [FAQs](https://ehs.utoronto.ca/first-aid-program-faqs/).

If you have any questions/concerns or require a First Aid assessment, please contact EHS (ehs.office@utoronto.ca).

**Resources**

[University of Toronto First Aid Program](https://ehs.utoronto.ca/wp-content/uploads/2017/01/First-Aid-Program.pdf)

[University of Toronto First Aid Training webpage](https://ehs.utoronto.ca/training/first-aid-training/)

[JHSC Newsletter](https://ehs.utoronto.ca/jhsc/jhsc-newsletter/)

[Health and Safety Coordinator Accountability Report](https://finance.utoronto.ca/wp-content/uploads/AAR-Health.pdf)

**Add floorplans showing locations (if applicable):**