

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> Health and Safety	<b>SUBJECT:</b> First Aid Kit Use And Maintenance	<b>Code:</b> HS057
		<b>Date of Issue:</b> Mar 2002
		<b>Revised:</b> Nov 2009
		<b>Reviewed:</b> May 2010
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**PURPOSE:** The purpose of this policy is to outline the procedure for using and maintaining the First Aid Kits in N.E.I.G.H.B.O.U.R.S. 24-hour support situations.

### **EMPLOYER RESPONSIBILITIES:**

1. Avenue II will provide and maintain a First Aid Kit in homes where we provide 24-hour N.E.I.G.H.B.O.U.R.S. support. Other locations will be evaluated individually to receive Kits by the Health and Safety Committee.
  - 1.1 These First Aid Kits are for Avenue II employee use only.
  - 1.2 First Aid Kits are not to be kept in a locked cabinet.
2. A First Aid Kit will contain, as a minimum, the first aid items listed on the form "First Aid Kit Checklist" in central file. All items in the box shall be maintained in good condition at all times. The quantities of any item specified may be increased to suit the needs of a particular workplace.
3. Unnecessary equipment, equipment that may deteriorate or that is potentially dangerous (i.e. greasy ointments), will not be included in a First Aid Kit. As well, ensure that alcohol swabs are not past their expiry date.
4. The Human Resources Assistant can access the First Aid supply cabinet at the Avenue II office to provide staff with items to replenish First Aid Kits.
5. The Human Resources Assistant will record the items removed from the supply cabinet and will replenish any items that are out of stock.
6. First Aid Kits will be inspected monthly by the assigned staff, as well as during the Health and Safety Inspections done by the Health and Safety Committee members.

### **MANAGERS' RESPONSIBILITIES:**

1. Managers will ensure that assigned staff have inspected the First Aid Kit monthly and that it has been properly replenished.

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2. Managers will inspect the Kit when performing their independent Health and Safety Inspections.

### **EMPLOYEE RESPONSIBILITIES:**

1. The First Aid Kit must be inspected once per month (duty as assigned by the Manager) and will be replenished according to the First Aid Kit Checklist.
  - 1.1 The employee completing the First Aid Kit inspection will complete the First Aid Kit Checklist (central file). The checklist should be either taped to the inside of the lid of the First Aid Kit or placed inside the First Aid Kit.
  - 1.2 The employee shall ask the Human Resources Assistant for items needed to replenish the First Aid Kit as soon as possible.
    - 1.2.1 If the supplies are required immediately, the employee shall call the Human Resources/Finance Assistant to have the items sent over.
  - 1.3 When a First Aid Kit Checklist sheet is filled, the completed sheet will be handed into the respective Manager for review and signing. The Checklist sheet will then be given to the Human Resources Assistant for filing. Upon completion, a new sheet will be placed inside the First Aid Kit.
  - 1.4 Whenever an item from the First Aid Kit is used, it must be recorded on the Treatment Log Sheet (central file). A Treatment Log Sheet is to be inside the First Aid Kit at all times. Record the employee's name, date and time of the injury, the item(s) used, the nature of the injury, a brief explanation of the treatment, and if anyone else assisted in the treatment. An incident report may be required as per Policy AD082.
    - 1.4.1 Treatment Log Sheets will be reviewed by the inspection team during the bi-yearly workplace inspections to look for patterns of use. The inspection team will make recommendations, if necessary.
    - 1.4.2 When a Treatment Log Sheet (central file) is filled, the completed sheet will be handed into the appropriate Manager for review. After the Manager has reviewed the

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Log, it will be given to the Human Resources Assistant for filing. The employee that removes the completed sheet will replace it with a new one.

- 1.4.3 If the injury is work related and the treatment is for a WSIB reportable injury (i.e. if the employee seeks the attention of a medical practitioner for the injury), the procedure in Policy HS010 must be followed.