

First +Aid REQUIREMENTS

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Regulation 1101

Introduction

This brochure is about the first aid requirements of the Workplace Safety and Insurance Board (WSIB). It contains the law (Regulation 1101) and the policy on first aid.

To find out more about the Workplace Safety and Insurance Board please see our Web site at **www.wsib.on.ca**

Questions?

If you have any questions about Regulation 1101 or the contents of this brochure, please call (416) 344-1016 or toll free 1-800-663-6639.

This brochure is available in both English and French by calling toll-free 1-800-663-6639 , or TTY (telephone device for the deaf) 1-800-387-0050 or by visiting the WSIB website at www.wsib.on.ca

For questions about Regulation 1101 in a language other than English, call 1-800-465-5606.



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All employers who are subject to the *Occupational Health and Safety Act* must comply with Regulation 1101 under Section 3 of the *Workplace Safety and Insurance Act*. The Regulation states what each employer is obligated to provide in the workplace. It is printed below.

Some of the requirements of Regulation 1101 are explained in further detail starting on page 15: guidelines for the content of first aid boxes (page 15); a description of the poster known as Form 82 entitled *In Case of Injury at Work* (page 15); and how to arrange first aid training for workers (page 20).

Section 82 of the *Workplace Safety and Insurance Act* authorizes the Workplace Safety and Insurance Board (the Board) to surcharge employers who do not comply with these first aid requirements.

Regulation 1101

First Aid Requirements

- 1** (1) A first aid station shall contain,
 - (a) a first aid box containing the items required by this Regulation; and
 - (b) a notice board displaying,
 - (i) the Board's poster known as Form 82
 - (ii) the valid first aid certificates of qualification of the trained workers on duty, and
 - (iii) an inspection card with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection.
- (2) A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation.

- (3) First aid stations shall be so located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress.
- 2** (1) A first aid box shall contain as a minimum the first aid items required by this Regulation and all items in the box shall be maintained in good condition at all times.

(2) The box shall be large enough so that each item is in plain view and easily accessible.
- 3** Every employer shall at all times keep posted in other conspicuous places in the place of employment the Board's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.
- 4** The expense of furnishing and maintaining first aid appliances and services shall be borne by the employer.
- 5** Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
- 6** Employers shall inspect first aid boxes and their contents at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.
- 7** The Board or its appointees may make inspections of first aid stations, appliances, services and records.

First Aid Requirements

- 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;
 - (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.
- 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;
 - (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.
- 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;
 - (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

- 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;
 - (b) instruments consisting of,
 - (i) dressing scissors,
 - (ii) dressing forceps,
 - (iii) safety pins,
 - (iv) graduated medicine glass,
 - (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,
 - (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,

- (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.

12 Where the first aid station referred to in section 9 or 10 or the first aid room referred to in section 11 is not easily accessible in order to provide prompt treatment of any worker, an additional first aid station or stations shall be established to comply with subsection 1(3).

Transportation, Construction, Farm and Bush Sites

- 13** For the purposes of section 8, 9, 10 and 11,
- (a) a railway train, vessel or bus on a route, other than an urban or suburban route, on which a worker is employed;
 - (b) the central point from which bush workers are dispatched daily to work sites;
 - (c) a vehicle being used by an employer to transport workers; or
 - (d) the site of the construction, repair or demolition of a building, shall be deemed to be a place of employment.
- 14** (1) Where the place of employment is the site of construction, repair or demolition of a building, a first aid station shall be maintained in the time office for the project.
- (2) Where there is no time office for the project, a first aid station shall be maintained in a vehicle or building at the site and section 1 applies.
- 15** Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by this Regulation in respect of the workers in the same manner as if the general contractor were the employer of the workers.
- 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;
 - (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;
 - (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;
 - (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 the items required by subsection (2).

Guidelines for Contents of First Aid Boxes

All places of employment must have workers trained in first aid and first aid boxes with the equipment they need to offer first aid service quickly and safely.

Sections 8, 9, 10, 11 and 16 of Regulation 1101 list the items that must be included in the first aid boxes in workplaces of different types and sizes. The quantities of any item specified may be increased to suit the needs of a particular workplace. Personal protective equipment (for example, CPR mask and non-latex gloves) as prescribed by the first aid training should also be included in the first aid box. In a location where a physician or registered nurse is available, the employer may authorize them to expand the contents of the first aid boxes.

Equipment outside of the scope of first aiders, equipment that may deteriorate or that is potentially dangerous (for example, medication and ointments) should not be included in a first aid box.

Section 6 of the Regulation requires that the boxes and their contents be checked regularly, minimum four times a year, to ensure that everything is in good order.

Display of Poster

The poster entitled *In Case of Injury at Work* (Form 82) must be displayed at the first aid station as required by Section 1 of the Regulation.

The poster outlines the responsibilities and obligations of both employer and worker when an accident occurs on the job. Supplies of the poster, in various sizes, are available free on request from any WSIB office. For the office nearest you, please refer to the WSIB Web site – www.wsib.on.ca.

In All Cases of Injury/Disease

The worker must:

1. Get first aid right away.

First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.

2. Tell the employer of any injury or the possible onset of a work-related disease/condition.
3. Claim benefits if the injury causes him or her to seek health care. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.

The worker should also claim benefits if the injury causes him or her to:

- Be absent from regular work
 - Require modified duties at less than regular pay
 - Require modified work at regular pay for more than seven calendar days after the date of accident
 - Earn less than regular pay at regular work.
4. Claim WSIB benefits by:
 - Signing WSIB Form 1492, the *Workers' Claim/Consent Form*, and giving a copy of the form to the employer or
 - Signing WSIB Form 6, *Worker's Report of Injury/Disease* and giving a copy of the form to the employer.
 5. Choose a doctor or other qualified health professional. Do not change health professionals without permission from the WSIB.

6. Cooperate in health care treatment.
7. Cooperate in safe return to work.
8. Complete and return all WSIB forms promptly.
9. Report to the WSIB any changes in income, return to work status or medical condition.

The employer must:

1. Make sure first aid is given immediately. First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.
2. Make sure there is a record of the first aid treatment/advice given to the worker.
3. Complete and give to the worker the *Treatment Memorandum* Form 156 if the worker needs more than first aid treatment/advice.
4. Provide immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.
5. Complete WSIB Form 7, *Employer's Report of Injury/Disease*, if the worker gets health care. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.

He or she should also complete WSIB Form 7, *Employer's Report of Injury/Disease* if the injury causes the worker to:

- Be absent from regular work
- Require modified duties at less than regular pay
- Require modified work at regular pay for more than seven calendar days after the date of accident
- Earn less than regular pay at regular work.

6. Ask the worker to sign WSIB Form 1492, the *Workers' Claim/Consent* Form.
7. Return the completed Form 7 to the WSIB within three days of learning of the reporting obligation. If the worker is unable or unwilling to sign, send the form in without the signature.
8. Pay full wages and benefits for the day or shift on which the injury occurred.
9. Cooperate in the worker's early and safe return to work.
10. Supply a Functional Abilities Form 2647 to the health professional treating the worker. Ensure that the worker's signed consent to the release of the functional abilities information is attached. This signed consent will either be on the Form 1492 or the employer's copy of the Form 6.

The Employers' Report of Injury/Disease (Form 7)

Form 7 must be completed and sent to the WSIB within three days of learning of a work-related injury or occupational disease that either causes a worker to: be absent from their regular work; require modified duties at less than regular pay; earn less than regular pay at regular work; require modified duties at regular pay for more than seven calendar days; and/or obtain health care. For the WSIB office nearest you please see our Web site at www.wsib.on.ca.

Send Form 7s and all claims-related documentation to:

Workplace Safety and Insurance Board
200 Front Street West
Toronto ON M5V 3J1

– OR BY FAX –

Toll-free: 1-888-313-7373
Toronto area: (416) 344-4684

First Aid Training for Workers

Regulation 1101 requires all employers to ensure that first aid boxes and stations are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the Board.

Employers should arrange for first aid training directly with the recognized training organization of their choice.

**For the most current list of recognized providers
including providers offering French language programs
please see our Web site at
www.wsib.on.ca**