



Safety Administrative Procedure

Provision of First Aid

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 9.4

Effective: Sept. 1, 2021 **Replaces:** _____

Purpose

To ensure all city operations have sufficient supplies and personnel to manage incidents requiring first aid services as mandated by current Occupational Health and Safety Regulations and the applicable CSA standard.

Definitions

Class A First Aid attendant is an individual that has successfully completed a Standard first aid/CPR course through a recognized provider and certification has not expired.

Class B First Aid attendant is an individual that has successfully completed an Advanced first aid/CPR course through a recognized provider and certification has not expired.

Person Licensed to Practice is an individual presently licensed to practice in Saskatchewan ie Emergency Medical Responder, Paramedic, Nurse, Doctor

Provision of First Aid

All individuals are permitted to perform first aid on themselves. In order to perform first aid on others the person needs to be trained to a recognized standard (Class A, B or licensed) and only perform services/procedures to their corresponding level of training.

In all cases in which first aid supplies are obtained from a first aid kit a corresponding entry **MUST** be entered into the first aid register for that kit with an indication of whether or not additional medical assistance was required. If the incident that required use of the first aid kit utilizes supplies beyond a very minor incident (ie band aid, tweezers to pull splinter) the current requirements for a more comprehensive incident investigation report and other applicable paperwork must also be completed in compliance with the Incident Management policy.

All first aid registers must be maintained for a period of not less than 5 years from the date of last entry. Completed/Full First Aid registers are to be forwarded to the Coordinator Health Safety and Environment for retention.

First Aid Kit

Readily available first aid kits are required that meet the following criteria for type, size and content. Overall there are three different types and two of the types have three different sizes. There is also a list of supplemental supplies that should be added to these kits if a workplace first aid hazard assessment deems them as required. If additional items are added to an individual first aid kit, the required content list must be updated with these supplemental supplies. It is the responsibility of work units/operators to inspect kits as part of documented inspections to ensure they are fully stocked and positioned appropriately in accordance with this procedure.

Personal First Aid Kit (Type 1)

- 16 Adhesive Bandages (standard strip, large fingertip, knuckle, large patch)
- 6 3X3 inch gauze pads
- 1 conforming stretch bandage (2 in X 2 yards) roll
- 2 Sterile Pressure bandages with ties (4X4 inch)
- 1 Cotton Triangular Bandage with 2 safety pins (40 X 40 X 56)
- 1 roll adhesive tape (1 in X 2.5 yds)
- 6 antiseptic wound cleaning towelettes, individually wrapped
- 2 prs. Non latex examination gloves, disposable medical grade powder free
- 1 Biohazard waste disposal bag (single use)
- 1 pr. Splinter forceps/tweezers, fine point min 4.5 inches
- 1 Contents list
- 1 First Aid register including all first aid treatments and those referred to medical attention (5 yr. retention)
- First aid pocket guide/manual

Basic First Aid kits (Type 2)

	Small	Medium	Large
Adhesive Bandages (Standard strip, large fingertip, knuckle, large patch)	25	50	100
3X3 inch gauze pads	12	24	48
Sterile Abdominal Pad (5X9 in) individually wrapped	1	2	2
Conforming Stretch Bandage (3 in X 2yds) roll	1	2	4
Sterile Pressure bandages with ties (4X4 inch)	2	4	8
Cotton Triangular Bandage with 2 safety pins (40 X 40 X 56)	2	4	8
Roll adhesive tape (1 in)	2.5 yds.	5 yds.	10 yds.
Antiseptic wound cleaning towelettes, individually wrapped	25	50	100
Topical Antibiotic ointment (single use)	6	12	24
Hand/skin cleaning towelettes, individually wrapped	6	12	24
CPR resuscitation barrier device with one way valve	1	1	1

Non latex examination gloves, disposable medical grade powder free	4 pr	8 pr	16 pr
Biohazard Waste disposal bag	1	2	2
Bandage Scissors with angled blunt tip min. 5.5 in	1	1	1
Splinter forceps/tweezers, fine point min 4.5 inches	1	1	1
Emergency blanket aluminized non stretch (52 X 84 in)	1	1	1
Content List	1	1	1
1 First Aid register including all first aid treatments and those referred to medical attention (5 yr. retention)			
First aid pocket guide/manual			

Intermediate First Aid kit (Type 3)

	Small	Medium	Large
Adhesive Bandages			
(Standard strip, large fingertip, knuckle, large patch)	25	50	100
3X3 inch gauze pads	12	24	48
4X4 gauze pads	6	12	24
Non Adherent sterile dressing individually wrapped (2 X 3in)	4	8	16
Sterile Abdominal Pad (5X9 in) individually wrapped	1	2	4
Conforming stretch bandage (2 in X 2 yards) roll	1	2	4
Conforming stretch bandage (3 in X 2 yards) roll	1	2	4
Sterile Pressure bandages with ties (4X4 inch)	1	2	4
Sterile Pressure bandages with ties (6X6 inch)	1	2	4
Cotton Triangular Bandage with 2 safety pins (40 X 40 X 56)	2	4	8
Tourniquet, arterial	1	1	1
Adhesive Tape (1 in)	2.5 yds	5 yds	10 yds
Elastic Support compression bandage (3 in)	1	2	2
Sterile Eye dressing Pad and eye shield with elastic strap	2	2	4
Antiseptic wound cleaning towelettes individually wrapped	25	50	100
Topical Antibiotic Ointment, single use	6	12	24
Hand/skin cleansing towelettes individually wrapped	6	12	24
Glucose Tablets or equivalent	1	2	2
CPR resuscitation barrier device with one way valve	1	1	1
Non latex examination gloves,			
disposable medical grade powder free	4 pr	8 pr	16 pr
Bio hazard waste disposal bag	2	4	8
Bandage Scissors with angled blunt tip min. 5.5 in	1	1	1
Splinter forceps/tweezers, fine point min 4.5 inches	1	1	1
Padded malleable splint (min 4 X 24 in)	1	1	2
Emergency blanket aluminized non stretch (52 X 84 in)	1	2	2
Contents list			

First Aid register including all first aid treatments and those referred to medical attention (5 yr. retention)

First aid pocket guide/manual

Supplemental Supplies (If required based on worksite first aid hazard assessment-must be added to content list and individuals trained in their proper use as part of a recognized program)

Category	Item
Airway	Airway Suction device
	Airway adjuncts-nasopharyngeal -adult sizes
	Airway adjuncts-oropharyngeal -adult sizes
Breathing	Bag Valve Mask (adult)
	Equipment used to deliver oxygen
	Pulse Oximeter
	Stethoscope
Circulation	Blood Pressure monitoring equipment
Circulation	Multi-Purpose Blanket
Immobilization	Head Immobilization device
	Extrication device (ie scoop stretcher)
	Extrication device (ie solid bottom basket stretcher with padding)
	Extrication collar (adjustable)
	Immobilization restraints
Medications	ASA (single use)
	Epinephrine injector (2 doses)
Wound Care	Burn Dressings (for use when water not available)
	Tube Gauze with applicator
	Wound closures (ie butterfly)
	Additional Tourniquets
	Alcohol swabs, individually wrapped
	Sterile saline irrigation solution (single use)
	Sterile Eye wash solution
	Lower extremity splints (ridged or malleable)
	AED
	Penlight with batteries
	Pocket guide to First aid

Type Selection Guide

In order to correct the correct type of kit required for a work unit or location the following hazard assessment process must be utilized.

Type 1 first aid kits would be provided where individuals are working independently and are not within reasonable proximity to a city facility/vehicle. Typically these kits will be positioned on equipment like loaders, graders, mowers, etc. where only one operator is permitted and they aren't being operated in

close proximity to a building or other vehicles at times. For other first aid kit types the following chart must be utilized.

Likelihood of harm	Potential Severity of Harm		
	LOW	MODERATE	HIGH
Very Unlikely	Type 2 (Basic)	Type 2 (Basic)	Type 3 (Intermediate)
Unlikely	Type 2 (Basic)	Type 2 (Basic)	Type 3 (Intermediate)
Moderate	Type 2 (Basic)	Type 3 (Intermediate)	Type 3 (Intermediate)
Likely	Type 2 (Basic)	Type 3 (Intermediate)	Type 3 (Intermediate)
Very Likely	Type 2 (Basic)	Type 3 (Intermediate)	Type 3 (Intermediate)

Size selection Guide

In order to select the correct size or determine the optional sizes available to meet the needs of a particular location/vehicle the following chart must be used. In some cases due to facility design or layout additional kits may be required to meet the readily available standard encompassed in legislation.

When determining staffing level all CoPA staff, volunteers, contractors or other paid workers at the location must be counted (not customers/clients). If multiple contractors are working at a worksite location the total supplies and first aiders present should be coordinated and must meet the overall standard. If a Prime Contractor is responsible for the site, it would be typically their responsibility to ensure sufficiently trained and equipped individuals are readily available at all times.

	1 employee or work remotely	2-25 workers at a time	26-50 workers at a time	51-100 workers at a time
Type 1 Personal	1			
Type 2 Basic		1 small	2 small or 1 medium	4 small or 2 medium or 2 small and 1 medium or 1 large
Type 3 Intermediate		1 small	2 small or 1 medium	4 small or 2 medium or 2 small and 1 medium or 1 large

Additional Requirements

All first aid kits must be regularly inspected to ensure that all required contents are present and in usable condition. Special consideration should be given to items that expire (ie ASA) or would otherwise deteriorate (ie. towelettes) during the inspection process. The first aid register can be a valuable source of information for utilized supply quantities/types. It is the responsibility of work units/operators to ensure first aid kits are maintained in usable condition at all times.

All first aid kits should be positioned where visible, or if placed in cupboards or other out of sight locations exterior signage must be in place to identify its location. If supplemental items are added to a first aid kit, they must be either located within the kit or in close proximity.

In addition each First Aid kit must have phone number(s) of who to call if additional assistance is required. This can be done generically (ie Emergencies call 911) or specific emergency/non emergency numbers provided for Police, fire, ambulance, doctors offices, first aiders etc. If specific phone numbers are utilized they should be checked during inspections to ensure they are still current and the generic call for 911 must be included.

First Aid training

Sufficient levels of staff trained in First Aid must be on site at all times work is occurring based on site hazards. In order to determine numbers of trained individuals and level of training required refer to chart below.

# of workers	Hazard level	LOW	MODERATE	HIGH
2-25		Class A	Class A	Class A
26-50		Class A	Class B	Class A and B
51-100		Class A	Class A and B	Class A and B plus person licensed to practice
100+		2 Class A	2 Class A and B	2 Class A and B plus 1 person licensed to practice

For individuals trained as Class A or B certifications are good for a period of 3 years from the actual date of last class/recertification. Records of staff and the year the first aid program was last taken are available on CoPA for municipal employees.