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6.4 First Aid for Worksite Injuries and Illnesses

Prompt, effective first aid is a priority in an emergency where individuals are injured or become seriously ill. Provision of an organized first aid response is therefore part of the university's commitment to providing a healthy and safe work environment for its employees, students and other persons present on campus.

6.4.1 Standards for first aid

In Nova Scotia, the First Aid Regulations set the standards for the provision of first aid services at worksites. A copy of these regulations may be found at:

https://www.novascotia.ca/Just/Regulations/regs/ohsworkplace.htm#TOC1_4

The First Aid Regulations establish general responsibilities for both employers and employees at the worksite. The Occupational Health & Safety (OH&S) Office is responsible to ensure General First Aid Attendants are identified for designated zones within the university, the attendants are provided with the appropriate first aid training, first aid kits are located at designated zones throughout the University, and the names and contact information for first aid attendants are posted. The OHS Office will work with other Departments and Faculties to identify areas and situations where additional first aid training is required for their department or faculty.

6.4.2 Vehicles

The OHS Act deems a vehicle, whether a personal vehicle, university-owned vehicle rented vehicle, to be a workplace when the vehicle is used for work purposes. All vehicles used for work purposes must carry a CSA Type 1 First Aid Kit (with the addition of a CPR barrier device). Employees who regularly travel alone off campus for work should have first aid training. This does not include employees travelling to and from work with their personal vehicles.

6.4.3 Automatic External Defibrillators

Automatic External Defibrillators (AEDs) are available on campus, and First Aid Attendants are trained in their use. The locations of the AEDs are marked with signage and are listed here:

<https://www.stfx.ca/occupational-health-safety/fire-emergency/first-aid>.

6.4.4 Number and qualification of first aid attendants

Recognizing the requirement that a First Aid Attendant be always available for all shifts; all Safety & Security Officers are qualified First Aid Attendants. A list of First Aid Attendants can be found at:

<https://www.stfx.ca/sites/default/files/documents/First%20Aid%20Attendants%20list%20for%20Website%2013%20Oct%202023.pdf> .

The OHS Office maintains a list of qualified General First Aid Attendants who have agreed to serve at specific zones, and it will ensure that the names and contact information for the General First Aid Attendants for their zones are maintained and updated as required. The OHS Office will maintain records of the certification of General First Aid Attendants and will arrange for training and recertification as required.

The OHS Office will work with Deans, Directors, Chairs, Supervisors and Managers to ensure there is adequate first aid coverage during all normal work times at their location. Any gaps occurring because of personnel changes shall be communicated to the OHS Office to ensure additional First Aid Attendants are recruited and trained.

6.4.5 First aid attendant responsibilities

It is the responsibility of each First Aid Attendant to:

- Provide first aid within the scope of their training to any injured employee or student without undue delay;
- When a person has been seriously injured or is seriously ill and requires follow-up to the first aid which has been administered, ensure that arrangements are made for transportation to a medical facility where they can receive immediate and appropriate medical aid (refer to Section 6.4.7);
- Create records of first aid which they have administered by using the Record of First Aid form (see Appendix A at the end of this Chapter);
- Ensure that first aid supplies are accessible and maintained (See Appendices B to D at the end of this Chapter for checklists of required contents. Supplies to replenish the kits are available through the OHS Office); and
- Maintain their certification as a First Aid Attendant.

6.4.6 Assistance to first aid attendants

When a First Aid Attendant has been called to administer first aid to a person who has been injured or has become ill, all other employees of the University are expected to provide whatever assistance is requested by the First Aid Attendant, including calling for assistance or getting a first aid kit or AED. Note that there is no requirement for other employees to administer first aid or to assist in the administration of first aid.

6.4.7 Transportation of the injured and seriously ill

When a person has been seriously injured or is seriously ill and requires follow-up to the first aid which has been administered, the university will ensure that arrangements are made for the injured person to be transported to a medical facility where they can receive immediate medical aid. The cost of transportation for this purpose will be paid by the university.

Note that employee vehicles should not be used for this purpose. In some situations, such as for transport to a doctor's office or clinic, a taxi may be appropriate, provided that the injured person is accompanied by another person, in addition to the driver, when the injured person

may require assistance of another person. Otherwise, an ambulance should be called by dialing 911 and providing your exact location. Next, call Security to let them know, and to seek their assistance as necessary. All first aid instances that require medical care and/or transportation must be reported to Safety & Security as soon as possible. Safety & Security will arrange transportation by taxi to a medical facility, if requested by the first aid attendant.

6.4.8 Record keeping

A written record of the following information must be completed every time first aid is administered:

- (a) the name of the injured person;
- (b) the date and time of the injury;
- (c) the location and nature of the injuries on the person's body;
- (d) the time when first aid was administered;
- (e) the first aid treatment provided;
- (f) the name of the person who provided the first aid, and the workplace first aid certificate that they hold; and
- (g) the name of the person to whom the injury was reported.

The First Aid Attendant shall complete the record using the form in Appendix A at the end of this chapter. A copy of the form should be in every first aid kit on campus. When the record forms are full or at the end of the fiscal year, the First Aid Attendant shall forward the records to the OHS Office. The records shall be maintained by OHS for five years following the end of the fiscal year.

6.4.9 Reporting and investigation

All incidents requiring the administration of first aid shall be reported and investigated to determine the cause and the steps required to prevent a recurrence. Please see Chapter 15 of this manual: Incident Investigation and Analysis.

6.4.10 First aid supplies

There are three types of CSA first aid kits being used on campus, as follows:

1. CSA Type 1 (with addition of CPR barrier) should be in all university-owned vehicles (picture below).
2. CSA Type 2 is in place in most workspaces on campus (picture below).
3. CSA Type 3 is for Isolated workplaces (not pictured).

The location of first aid kits and emergency equipment must be posted so it is known by all employees. A list of the locations of first aid kits and AEDs may be found at the following website: <http://www2.mystfx.ca/ohs/first-aid>

The contents of first aid kits are prescribed in the First Aid Regulations. One of the duties of First Aid Attendants is to keep the kit supplied. The First Aid Attendant shall inspect the first aid kit, as needed, and at the end of each fiscal year, complete the checklist in Appendix B for a CSA #2 kit and Appendix C for a CSA #1 kit.

The quick-snap (easy open) yellow tag (sticker for vehicle kits) is in place as a quick visual to see if the kit has been used. A small supply of bandages should be kept near the first aid kits for non-work-related cuts and scrapes. This should help to prevent the kit from being opened unnecessarily, and the First Aid Attendant from having to check the entire contents.

Supplies to replenish the kits are available through the OHS Office.



Type 2 – Campus workspaces



Type 1 – Vehicles

Table 1: Number of first aid kits and first aiders required in Nova Scotia workplaces based on number of employees per shift, type of workplace (office or other), and surface travel time to emergency services

Surface travel time	Offices			Other workplaces	
	Number of employees per shift	Number of first aiders & certification level	Number and type of first aid kits	Number of first aiders & certification level	Number and type of first aid kits
Close workplace 20 min from emergency medical care	1	—	1 type 1	—	1 type 1
	2-25	1 basic	1 type 2 (small)	1 basic	1 type 2 (small)
	26-50	1 basic	2 type 2 (small)	1 Intermediate	2 type 2 (small)
	51-99	1 basic	3 type 2 (small)	2 Intermediate	3 type 2 (small)
	100-199	2 basic	6 type 2 (small)	2 Intermediate	6 type 2 (small)
	200 or more	3 basic	6 type 2 (small)	3 Intermediate	6 type 2 (small)
Distant workplace 20-40 min from emergency medical care	1	-	1 type 1	1 basic	1 type 1
	2-25	1 basic	1 type 2 (small)	1 intermediate	1 type 2 (small)
	26-50	1 basic	2 type 2 (small)	1 intermediate	2 type 2 (small)
	51-99	1 basic	3 type 2 (small)	2 intermediate	3 type 2 (small)
	100-199	2 basic	6 type 2 (small)	1 intermediate 1 advanced	6 type 2 (small)
	200 or more	3 basic	6 type 2 (small)	2 intermediate 1 advanced	6 type 2 (small)
Isolated workplace 40+ min from emergency medical care	1	1 basic	1 type 1	1 intermediate	1 type 1
	2-25	1 basic	1 type 2 (small)	1 intermediate	1 type 3 (small)
	26-50	1 basic	2 type 2 (small)	1 advanced	1 type 2 (small) 1 type 3 (small)
	51-99	2 basic	3 type 2 (small)	2 advanced	2 type 2 (small) 1 type 3 (small)
	100-199	2 basic	6 type 2 (small)	3 advanced	4 type 2 (small) 2 type 3 (small)
	200 or more	3 basic	6 type 2 (small)	4 advanced	4 type 2 (small) 2 type 3 (small)

Note: Kit sizes can be replaced based on one medium kit being equivalent to two small kits; and one large kit being equivalent to four small kits.

6.4.11 Distant and Isolated Workplaces

Distant and Isolated workplaces have different requirements than on campus. Follow the guidance below when working off campus. You can contact OHS for assistance with first aid plans.

A workplace is Distant when it is located 20 to 40 minutes from emergency medical care. Depending on the number of people, a Distant Workplace may require a different level of first aid certification. Check Table 1 on Page 6 to determine the needs of the workplace.

A workplace is Isolated if:

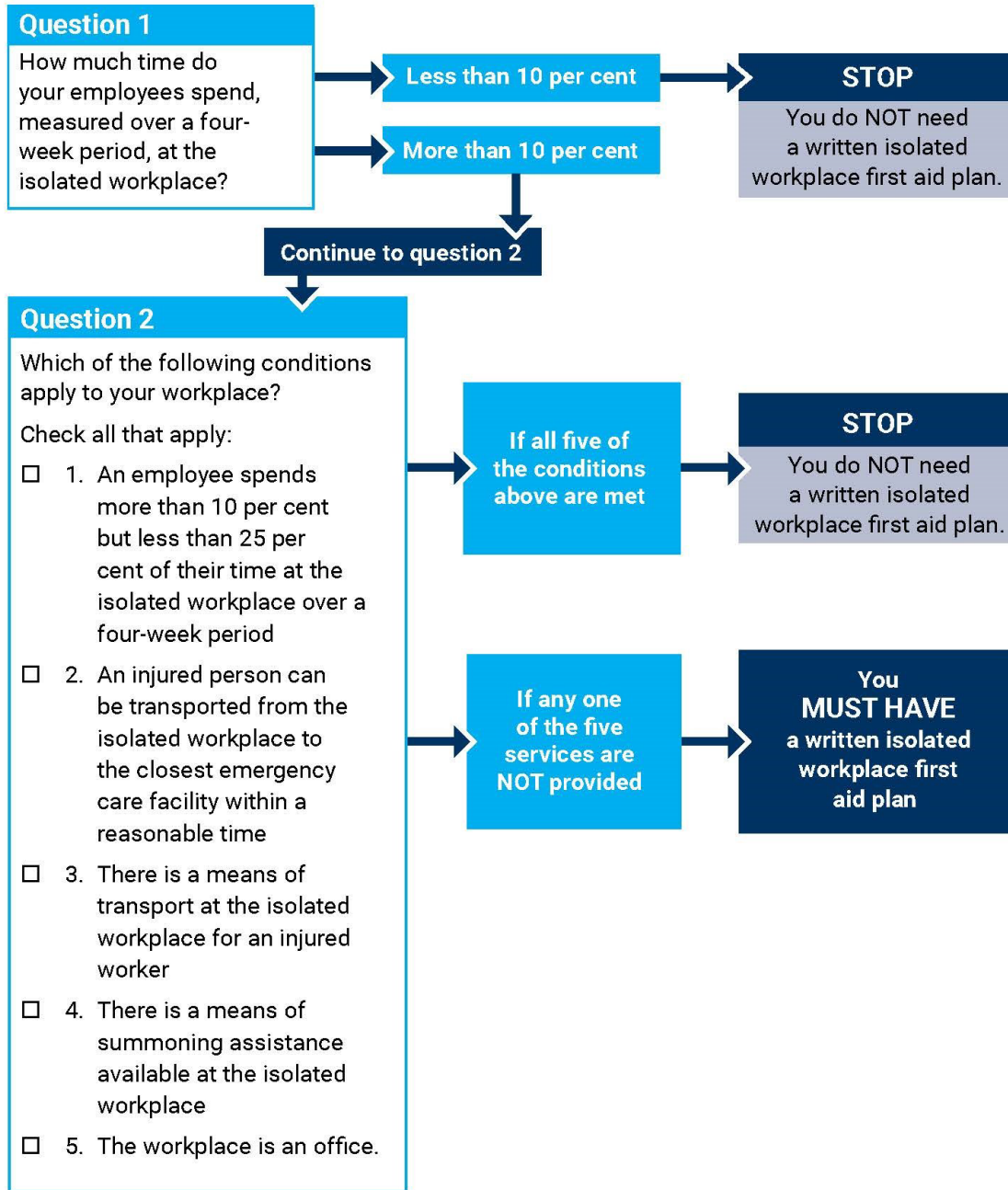
- the surface travel time under normal circumstances to transport an injured employee from the workplace to a hospital or emergency care facility takes more than 40 minutes; or
- the time required under normal circumstances for EHS to arrive at the workplace takes more than 40 minutes

If your workplace fits that description, you may need to have a written isolated workplace first aid plan. Use the flowchart on Page 8 to determine if you need an isolated workplace first aid plan.

What to include in your written isolated workplace first aid plan

You must have a first aid plan for each of your isolated workplaces. Be sure to consult your Joint OHS Committee to create your plan. Your plan must include:

- a description of how each isolated workplace will comply with at least the minimum standards set out in the regulations
- a method of transportation for injured employees from each isolated workplace
- a method of communication with and from each isolated workplace
- a description of the nature of the work being performed at each isolated workplace



| **Workplace First Aid:** A Guide for Employers and First Aiders

Appendix A: Record of First Aid Form

This record is required by Section 4.14 of the First Aid Regulations and must be maintained for 5 years after the date of injury.

Date and time of injury or illness	Time when first aid was administered	Name of the person requiring first aid	Nature of the injuries or illness including body part affected	First aid treatment provided	Name of person who provided first aid	Name of person to whom the injury or illness was reported

This record shall be forwarded to the OHS Office when this page is full and/or at the end of each fiscal year. The OHS Office shall keep this record for five years after the end of the fiscal year in which it was created.

Appendix B: CSA Z1220 Basic First Aid Kit Checklist

Type 2 – Basic Small First Aid Kit	
Gauze Pads Sterile (7.5 cm x 7.5 cm / 3" x 3")	12
Compress Bandage 10 cm x 10 cm / 4" x 4")	2
Hand Cleanser Wipes	6
Adh. Tape 2.5 cm (4.5 m / 1" x 5 yds)	1
Conform Bandage (5 cm x 4.5 m / 2" x 5 yds)	1
Conform Bandage (7.5 cm x 4.5 cm / 3" x 5 yds)	1
Triangular Bandage (100 cm / 40")	2
Bandage Scissors Curved Blunt Nose	1
Forceps Fine Point (11.4 cm / 4 ½")	1
CPRO Shield	1
Combine Pad Sterile (12.5 cm x 22.5 cm / 5" x 9")	1
Rescue Sheet (52" x 84")	1
Plastic Strips (1.9 cm x 7.5 cm / ¾" x 3")	20
Fabric Bandages Rectangular 2" x 3"	1
Fingertip Bandage	3
Knuckle Bandage	1
Alcohol Pads	26
Bacitracin Zinc	6
Nitrile Gloves Large 1 pr	4
Record of First Aid Form	1
Complete Kit (Plastic Box)	

Contact the OHS Office (4932) if you need supplies.

Location: _____ Inspected by: _____

Date: _____

Appendix C: CSA Z1220 Vehicle (Personal) First Aid Kit Checklist

Type 1 – Basic Small First Aid Kit	
Gauze Pads Sterile (7.5 cm x 7.5 cm / 3" x 3")	6
Compress Bandage 10 cm x 10 cm / 4" x 4")	2
Hand Cleanser Wipes	4
Adh. Tape 2.5 cm (4.5 m / 1" x 5 yds)	1
Conform Bandage (5 cm x 4.5 m / 2" x 5 yds)	1
Triangular Bandage (100 cm / 40")	1
Forceps Fine Point (11.4 cm / 4 ½")	1
Plastic Strips (1.9 cm x 7.5 cm / ¾" x 3")	12
Fabric Bandages Rectangular 2" x 3"	1
Fingertip Bandage	2
Knuckle Bandage	1
Alcohol Pads	6
Bacitracin Zinc	2
Nitrile Gloves Large 1 pr	2
CPR Barrier Shield	1
Record of First Aid Form	1
Complete Kit (Plastic Box)	

Contact the OHS Office (4932) if you need supplies.

Location: _____ Inspected by: _____

Date: _____

Appendix D: CSA Z1220 Intermediate First Aid Kit Checklist

Type 3 – Intermediate Small First Aid Kit	
Gauze Pads Sterile (7.5 cm x 7.5 cm / 3" x 3")	12
Gauze Pads Sterile (10 cm x 10 cm / 4" x 4")	6
Compress Bandage 10 cm x 10 cm / 4" x 4")	1
Compress Bandage 15 cm x 15 cm / 6" x 6")	1
Hand Cleanser Wipes	6
Adh. Tape 2.5 cm (4.5 m / 1" x 5 yds)	1
Conform Bandage (5 cm x 4.5 m / 2" x 5 yds)	1
Conform Bandage (7.5 cm x 4.5 cm / 3" x 5 yds)	1
Elastic Bandage (7.5 cm x 4.5 cm / 3" x 5 yds)	1
Vomitus Bag	2
Triangular Bandage (100 cm / 40")	2
Surgical Scissors 5 ½"	1
Forceps Fine Point (11.4 cm / 4 ½")	1
CPRO Shield	1
Combine Pad Sterile (12.5 cm x 22.5 cm / 5" x 9")	1
Non-Adherent Pad Sterile 5 cm x 7.5 cm / 2" x 3"	4
Instant Cold Pace (4" x 6")	1
Rescue Sheet	1
Hard Candy	10
Textile Tourniquet	1
Eye Packet #2	1
Splint Padding	1
Wire Splint 30 cm / 12"	2
Plastic Strips (1.9 cm x 7.5 cm / ¾" x 3")	20
Fabric Bandages Rectangular 2" x 3"	1
Fingertip Bandage	3
Knuckle Bandage	1
Alcohol Pads	25
Bacitracin Zinc	6
Vinyl Gloves Large 1 pr	4
Record of First Aid Form	1
Complete Kit (Plastic Box)	

Contact the OHS Office (4932) if you need supplies.

Location: _____ Inspected by: _____

Date: _____