



# **University of Lethbridge**

# **FIRST AID PROGRAM**



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# REVISION CONTROL SHEET

## FIRST AID PROGRAM Version 2

Section / Part	Issue Date	Revised By
Corrected formatting issues	April 2, 2019	CCD
Updated references, resources and related documents	May 21, 2019	CCD
Reviewed Content Sheet and corrected	Aug 27, 2019	LW
Reviewed program and associated paperwork	September 2019	LW



# **FIRST AID PROGRAM**

## **1.0 PURPOSE**

The University strives to maintain a healthy and safe work and learning environment. The purpose of the University of Lethbridge (UofL) First Aid Program is to ensure members of the University community receive appropriate first aid treatment in the event of an injury. It also enables the UofL to comply with legislated requirements for provision of first aid services.

## **2.0 STANDARD**

The University of Lethbridge (UofL) First Aid program shall comply with Part 11 of the [Alberta Occupational Health and Safety \(OHS\) Code](#) for first aid response in the workplace. All departments shall implement the First Aid Program within their operations at all UofL worksites.

The University's First Aid Program ensures that:

- Appropriate first aid facilities are available, stocked with equipment and supplies, and supported by the appropriately trained Designated First Aiders (DFA) as per regulatory requirements;
- A system is in place to summon the appropriate level of first aid response.
- A system is in place to arrange transport of injured/ill persons who require further medical treatment, beyond the scope of the DFA's level of care.
- A record keeping system is in place for maintaining First Aid records

## **3.0 RESPONSIBILITIES**

Responsibility for First Aid in the workplace is defined below:

### **3.1 Senior Administrators**

- Provide oversight and resources for the development and implementation of a First Aid Program at all UofL worksites in accordance with legislated requirements

### **3.2 Supervisors**

- Ensure compliance with First Aid Program requirements within the work unit
- Develop a department First Aid plan based upon the level of risk of injury, as identified in hazard assessments
- Maintain copies of employee First Aid Certificates and training records
- Ensure First Aid kits are maintained in their area

- Ensure first aid kit locations and names of Designated First Aiders (DFA) are communicated to all staff under their supervision
- Follow UofL procedures for accident/incident reporting

### **3.3 Workers**

- Report all incidents, accidents or first aid treatment to their supervisors and submit a CAIR report for accident/incident communication
- Adhere to First Aid Program requirements and utilize UofL first aid services, if necessary
- Review hazard assessments for their work and using designated hazard controls

### **3.4 Designated First Aiders (DFAs)**

- Promptly provide first aid within the scope of their training
- Ensure a copy of their first aid training certificate is readily available
- Know the locations of first aid kits, first aid rooms, AEDs and other DFAs in their work area
- Call for EMS 911 or Security Services - First Aid Responder assistance 403.329.2345 if injuries are serious or beyond the scope of their training
- Submit completed First Aid Records via the Campus Accident Incident Report (CAIR) to Campus Safety

### **3.5 Campus Safety**

- Administer the University's First Aid Program and Designated First Aid response
- Arrange first aid training for employees
- Maintain list of designated first aiders
- Maintain an inventory of campus first aid kits
- Maintain first aid room
- Reviews records of incidents requiring first aid services (held in Perspective)
- Provide support, advice and consultative service for campus first aid needs
- Review the First Aid Program on a yearly basis to ensure compliance with legislation and best practices.

### **3.6 Human Resources – Wellness & Recognition**

- Report to Worker's Compensation Board any illness or injury to worker that fulfills WCB guidelines for reporting
- Assist with enquiries about first aid transportation costs.

## **4.0 LEGISLATION**

The [Alberta OHS Code Part 11 – First Aid](#), requires employers to provide first aid and have designated first aiders at work sites. The purpose of the legislation is to ensure that every work site has the equipment, supplies, and trained staff to provide first aid care in the event of workplace illness or injury.

**The type of first aid services provided by University of Lethbridge is based on three criteria:**

- (1) The hazard level of the work performed;
- (2) The time taken to travel from the work site to a health care facility (a measure of the remoteness of the work site); and
- (3) The number of workers on each shift.

Therefore, in accordance with the AB OHS Code Part 11 – First Aid, the University of Lethbridge is classified as a **medium hazard worksite**, less than 20 minutes from a medical facility and has responsibility for ensuring a certain number of first aiders and first aid supplies/first aid room availability per number of workers per shift.

**4.1 First Aid Code Requirements at the University of Lethbridge**

These requirements are provided in the following table:

<b>UNIVERSITY OF LETHBRIDGE - FIRST AID REQUIREMENTS</b>
<b>DAY SHIFT (8:30 am to 4:30 pm) - more than 200 workers on site</b>
4 – Standard first aiders, plus 10 – Additional standard first aiders, 1 – Registered Nurse (RN) with Advanced First Aid Training, and 1 – #3 First Aid Kit Designated area for first aid services (First Aid Room SA7232 )
<b>EVENING SHIFT (4:30 pm to 12:30 am) - less than 199 workers on site</b>
4 – Standard First Aiders 1 – #3 First Aid Kit Designated area for first aid services (First Aid Room SA7232)
<b>NIGHT SHIFT (12:30 am to 8:30 am) - less than 50 workers on site</b>
2 – Standard First Aiders 1 – #2 First Aid Kit

*(Based on 1,175 employees in 2017/18; University of Lethbridge Institutional Analysis <http://www.uleth.ca/analysis/facts/employees>)*

A listing of first aiders is maintained by Safety Services (updated annually) to ensure compliance and/or exceeding of requirements for first aiders. First Aid kits are throughout campus but also at Campus First Aid Room Science Commons SA7232 and Security office. RN’s office is with Campus Safety.

## **5.0 CAMPUS FIRST AID RESPONSE**

### **5.1 Emergency Communication System**

Immediate first aid response is vital to save lives and diminish the effects from illness/injury. The University has phone and emergency contact systems in place for summoning first aid response. Use of cell phones should the Cisco Phone System not be working is advised. Landlines are also present at L911 and SU020 (Health Centre).

**In all emergency circumstances, Security Services is the University's First Responder for first aid services and is available 24/7 by calling (403) 329-2345 or 2345 from an in-house phone.**

**Note:** At the 1<sup>st</sup> Choice Savings Centre, Sports and Recreation (SRS) Operations staff are first aid trained with specialty pool/water/sport emphasis and may act as first aid responders in that area/department.

### **5.2 Provision of First Aid Services**

If a person assumes responsibility as a First Aider in a situation, they must render First Aid to the best of their ability and training and continue providing that aid until the casualty no longer requires assistance or medical aid relieves them of that responsibility. If an individual wishes to leave the care of the First Aider, the First Aider will document the condition of the person, the refusal of continued care, the date and time person left care on the First Aid Record (either Fillable First Aid Form or [Campus Incident report](#)).

#### **5.2.1 Designated First Aiders.**

Campus Safety manages the University's Designated First Aider (DFA) services to ensure consistent provision of first aid services throughout campus. The **University of Lethbridge Designated First Aider Guide** provides details of this service. DFAs are employees appointed to provide first aid services and receive training in First Aid/CPR (typically Standard First Aid Level C CPR/AED). DFAs also receive secondary on-line training on their responsibilities within the University's First Aid Program. Designated First Aiders include:

- Security Representatives as the UofL 24/7 First Aid Responders on campus.
- Safety Services Registered Nurse with Advanced First Aid training.
- Sport and Recreation Services staff have specialty pool/water/sport first aid training.
- Some employees are also designated first aiders based on the hazards assessed in their area and are appointed on a case-by-case basis within work units (dependent upon several factors, including the risk level of work conducted, location/remoteness of the worksite, types of hazards).

### **5.2.2 Advanced First Aid (AFA) Trained Registered Nurse (RN).**

The University requires an Advanced First Aid (AFA) Trained Registered Nurse (RN) on staff for compliance with Part 11 of the AB OHS Code. The AFA RN supervises the use of the First Aid Room, provides advanced first aid services, advises DFAs on first aid response, reviews First Aid Records and assists with oversight of the First Aid Program.

### **5.2.3 Non-Designated First Aiders.**

Some University of Lethbridge employees may complete first aid training for personal interest (not as a requirement of their position at the University of Lethbridge). These individuals can assist their campus colleagues by administering first aid to the level of their training and by calling 911 and/or Campus Safety-Security Services at 403.329.2345.

### **5.2.4 Bystander Involvement – Good Samaritan Law.**

"Bystanders" are persons who witness a first aid situation. Saving a life by calling 911 and/or Campus Safety-Security Services at 403.329.2345 and staying with the ill or injured person needing first aid is considerate collegial behavior. Untrained bystanders must make a personal decision on whether or not to voluntarily step forward to help. While provision of first aid is not demanded from untrained bystanders; it is important to remember that if assistance is given, the [Emergency Medical Aid Act](#) ("Good Samaritan Law") applies. The Act states that a person who voluntarily renders emergency first aid assistance at the immediate scene of the accident or emergency is not liable for damages for injuries to or the death of that person alleged to have been caused by an act or omission on his or her part in rendering the medical services or first aid assistance, unless it is established that the injuries or death were caused by gross negligence on his or her part.

## **5.3 First Aid Room**

[Occupational Health and Safety Code Part 11, Section 178 and 179](#) refer to Table 4 identifies requirements for First Aid Rooms. Use of the First Aid Room and access is limited to Designated First Aiders for provision of first aid services, as appropriate. Cleaning schedules, yearly inventory and restocking of supplies is the responsibility of Campus Safety.

**The Designated First Aid Room on campus is: Room SA 7232, Science Commons Building**

Designated First Aid areas can also be present on campus for specific areas or for events. Sports & Recreation Services maintains first aid areas within their department (example: Stadium). Refer to [Event First Aid Plan Guidelines](#) for first aid tents/areas to be considered for certain event situations.

## **5.4 First Aid Supplies/Equipment**

The University provides first aid equipment and supplies so that Designated First Aiders can assist an injured/ill person. First Aid kits, AEDs and emergency eyewash/shower stations are located throughout campus. See [First Aid Kit Management, AED Locations List and the Emergency Eyewash and Shower Standard](#) for more information. For off-campus activities, consideration must be given to first aid situations - see [Safety Guidelines for Field Activities](#).



### **5.4.1 First Aid Kits.**

The University provides a minimum number and type of first aid kits as required by [Schedule 2 of the OHS Code](#) and appropriate for the worksite hazards. With numerous first aid kits embedded throughout campus in a variety of places, a partnership between Campus Safety and Departments is vital. Supervisors can select an appropriate first aid kit by reviewing the [First Aid Kit Types](#) document or by contacting Safety Services to review.

Departments are responsible for ensuring:

- that adequate supplies are maintained in their first aid kits on a monthly basis, and
- that proper procedures are followed as per the [First Aid Kit Management Procedures](#).

Development of safety plans that include department First Aid plans and protocols is important to the overall well-being and safety of workers.

If items from a kit are utilized for a first aid situation, the First Aider shall record the items on a supply request form provided in the kit and advise the area supervisor (or their designate) that it needs to be replaced. Each first aid kit has a form inside which assists in the communication of use of supplies and restocking inventory. Campus Safety will request an annual inventory reconciliation and audit of first aid kits to ensure the kits are maintained. Refer to [First Aid Kit Management Procedures](#) for further information.

### **5.4.2 First Aid Stations and Kit Locations.**

First Aid Stations are located throughout campus and should be visibly marked with appropriate signage to ensure accessibility (see below for examples of signage, AED and First Aid Stations). Campus Safety will arrange for installation of signage if contacted/requested by a department and for red backer boards for first aid kits and AED's. Contact [safety.services@uleth.ca](mailto:safety.services@uleth.ca) with requests.



A [First Aid Information Form](#) identifying department First Aiders, First Aid Kit locations and nearest AEDs should be posted in the work area and updated as required (minimum annually).

## **5.5 Automated External Defibrillators (AED)**

Automated External Defibrillators (AED) are an important component of the U of L First Aid Program. More than 30 AEDs are located throughout campus. AED Procedures outline the process of ensuring AED are ready for use in an emergency first aid situation. It is important that the University Community be aware of the nearest AED should an emergency requiring one occur. AEDs are inspected and maintained on a monthly basis by Campus Safety. An [AED Locations List](#) is provided on the Safety Services webpage as well as a [Sudden Cardiac Arrest Report](#) which is to be completed if AED is used.

## **5.6 Emergency Showers and Eyewash Stations**

Part 4 of the OHS Code stipulates if a worker may be exposed to a harmful substance at a work site, the employer must ensure that the worker has immediate access at the work site to emergency baths, showers, eye wash equipment or other equipment appropriate for the potential level of exposure. Ensure hazard assessments, training and SOPs for the hazard and the protection measures are available. If a treatment such as Calcium Gluconate or Hexafluorine is in place for worksite use, ensure product is near first aid kit (but not in first aid kit) and ensure training is provided annually (minimum).

Emergency eyewash and shower stations are provided throughout campus in areas such as laboratories, mechanical spaces, workshops, etc. Installation and maintenance procedures for these are outlined in the [University's Emergency Eyewash and Shower Standard](#). Contact Safety Services for further information or to assess requirements for a work area.

## **6.0 FIRST AID TRAINING**

[Alberta Occupational Health and Safety \(OHS\) Code](#), Part 11 First Aid - Section 177 stipulates that the employer is responsible for ensuring that individuals designated to provide first aid services to workers at a work site are appropriately trained. Workers successfully completing an approved first aid course are issued a first aid certificate by an approved first aid training agency and must show their certificate upon request. Further, only approved agencies may provide first aid training in Alberta: <https://work.alberta.ca/documents/approved-firstaid-training-courses.pdf> Generally, the requirements are Standard First Aid from St. John Ambulance, and Lifesaving Standard First Aid from Royal Life Saving Society. However, other courses may be utilized by campus departments/areas depending on hazards assessed and particular situational needs (e.g. Wilderness First Aid).

Campus Safety will coordinate first aid training for DFAs. The [First Aid Training Registration Form](#) must be completed and submitted to Safety Services to initiate this process.

## **7.0 TRANSPORTATION OF INJURED OR ILL PERSONS**

If transportation of an injured/ill person is required, the [University's Transportation of Injured/Ill Persons Procedure](#) applies. Employees or individuals acting on behalf of the University must not transport an injured/ill person to any destination. If a First Aider believes an individual requires medical transportation, the First Aider shall call for an ambulance regardless of the affected individual's wishes. Assessment shall occur by Emergency Medical Services (EMS) and refusal of transport services dealt with by EMS.

## **8.0 FIRST AID RECORDS AND MEDICAL CONFIDENTIALITY**

The Alberta OH&S Code part 11 Section 183 and 184 has specific requirements for first aid record management. All First Aiders must record first aid given by submitting an online [Incident Report Form](#). (Alternatively, if a [Fillable First Aid Record](#) is used, it must be included as part of the online Incident Report.) A copy of the first aid record shall be provided to the injured person, if requested. Confidentiality must be maintained.

## **9.0 RELATED DOCUMENTS**

- A AED Locations List
- B Event First Aid Plan Guidelines
- C Emergency Eyewash and Shower Standard
- D First Aid Kit Types
- E First Aid Kit Management Procedures
- F First Aid Kit Maintenance Records for Kit #1, #2 and #3
- G First Aid Station Information Form
- H Safety Guidelines for Field Activities
- I Transportation of Injured Persons Procedure
- J Fillable First Aid Record
- K Use of the First Aid Room
- L AED Procedure
- M Medical Calls - Designated First Aider Actions
- N Sudden Cardiac Arrest Form
- O First Aid Training Registration Form
- P First Aid Stations

## **10.0 RESOURCES**

- Alberta OHS, [First aid records: OHS information for employers](#)
- Alberta OHS, [Workplace First Aiders and Legal Requirements: OHS information for employers and workers](#)

## **11.0 REFERENCES**

- [Alberta Occupational Health & Safety Code](#)
- [University of Calgary, First Aid Program](#)