

# ONTARIO INSULATION OSHAWA LIMITED

## First Aid Policy

### POLICY STATEMENT

Ontario Insulation Oshawa Limited shall at all times maintain the minimum number first aiders and first aid supplies based on the applicable worker count, industry risk level (where applicable) and distance from emergency services at all workplaces.

### ROLES AND RESPONSIBILITIES

#### Management

- Ensure that the employer's commitment to provide first aid equipment, services and supplies are met.
- Direct workers to report all injuries or industrial diseases.
- If required, ensure reports are submitted to the applicable Workers Compensation Board.
- Assign responsibility to monitor and ensure first aid attendants maintain current first aid certification at the workplace.

#### Supervisors

- Instruct all workers on written procedures regarding who and how to call for first aid, transportation of injured workers and access/egress routes.
- Assign responsibility to inspect and maintain first aid supplies in accordance with first aid requirements.

#### Workers

- Report all incidents to their immediate supervisor.
- Immediately report all injuries or industrial disease, regardless of the extent or injury, to a supervisor or first aid attendant.

### FIRST AID STATION AND FIRST AID PERSONNEL

A first aid kit with the required contents is available in each vehicle.

Ontario Insulation Oshawa Limited's first aid station shall contain the following:

*A first aid box containing the items set out according to the appropriate worker count; and a notice board displaying:*

- The Ontario Workplace Safety and Insurance Board's "In Case of Injury" poster (Form 82).
- The valid first aid certificates of qualification of the trained workers on duty; and
- Ensure that its first aid boxes and their contents are checked regularly and are in good working order. Inspections shall be completed using the inspection forms provided.

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### **FIRST AID RECORDS**

Ontario Insulation Oshawa Limited will maintain at the workplace a record of all injuries and exposures to contaminants that are reported or treated for at least 3 years. The first aider will ensure that an injury treatment record has been completed.

### **FIRST AID INSPECTIONS**

Ontario Insulation Oshawa Limited shall ensure that its first aid boxes and their contents are checked regularly, but no less than four (4) times a year, to ensure that they are in good working order.