

VBN Paving Limited
HEALTH AND SAFETY MANUAL

ELEMENT 15: FIRST AID

REVISIONS & APPROVAL

Revision Date	Revised By	Revision Details
July 27, 2019	Stephen Thorne Health and Safety Manager	Reviewed and Updated.

Date	Approved by	Signature
March 12, 2018	Giovanni Ventrella President	
July 27, 2019	Angelo Ventrella Vice-President	

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First Aid Policy

Purpose

The purpose of the VBN Paving Limited's First Aid Policy defines the policy and procedures VBN Paving Limited has outlined to ensure to protect the safety and health of VBN Paving Limited employees. VBN Paving Limited will ensure that any person injured or suffering an illness in the workplace will be provided the utmost care; prompt and proper first aid treatment will be administered by a competent certified first aid attendant. VBN Paving Limited will ensure that they provide properly stocked first aid kits and will keep a record of all first aid treatment provided or advice given.

The Purpose of First Aid Policy is also to ensure VBN Paving Limited. First Aid Policy and Procedures is in compliance with WSIB Regulations and/or individual provincial first aid guidelines.

Scope

The Scope of the policy applies to first aid equipment, materials & handling; first aid reporting and first aid treatment and applies to all VBN Paving Limited employees.

Procedures

Each VBN Paving Limited site will ensure to have two first aid attendants per shift working in close proximity to the first aid kit or station.

During extra scheduled hours, there must be at a minimum (1) first aider on site.

VBN Paving Limited. will ensure all offsite workers will maintain a basic first aid kit in their vehicle at all times. Each first aid station (kit) will include items as per applicable first aid regulations.

Each site Health & Safety Board will have the certified first aiders for the site posted.

Each individual first aid kit will be inspected on a monthly basis ensuring the contents meet the outlined requirements per applicable first aid regulations

A record of inspection shall be kept including the date of inspection and signature of inspector.

Storage of supplies shall be kept in (room) at each site. There will be a first aid log included with each first station.

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Procedure in the event of an incident

The nearest First Aider is to be immediately notified. The First Aider must then decide; after assessing the situation, whether to;

- Provide First Aid to the injured person
- Contact management
- Determine based on severity to:
 - Arrange taxi to transport to a medical centre
 - Call ambulance service to transport to Hospital

Guidelines

In the event of an injury/incident where a worker has been provided first aid yet require medical attention for minor stitches; or the injured worker requests to seek further medical after first aid treatment VBN Paving Limited will arrange transportation to a medical clinic via taxi.

VBN Paving Limited will phone an ambulance (emergency services) for transport to a Hospital if a serious injury occurs including;

- Any fracture injury
- Significant head trauma
- Loss of consciousness
- Significant loss of blood
- Amputation
- Significant burn to a major portion of the body
- Loss of sight in an eye

Note: The above are guidelines yet as noted it is the certified first aid responder's duty to assess during treatment and make a decision based on the guidelines.

If the decision is made that emergency services are required the first aider should:

- Clearly state the exact location, number of casualties, suspected condition of casualty, and potential hazards.
- Delegate a person to get the injured employee's Health Card and personal belongings.
- Delegate a person to meet emergency service and direct them to the injured person.

If the injured person refuses the ambulance then the employer should reiterate the importance of accepting the transportation to the hospital medical facility and contact emergency services anyway as the EMTs can assess & address the worker.

If it is judged the emergency services are not required but that a visit to the medical clinic or hospital is needed, then the injured person shall be transported via taxi as noted.

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The First Aider shall make all reasonable attempts to inform employee's emergency contact only if the employee is being hospitalized.

All first-aid treatments should be recorded by completing the First Aid logbook kept in each first aid kit and maintained along with all other First Aid records for a period suitable to the employer but not less than 7 years

First Aid Inspection Card should be posted in the First Aid kits/room

Reporting Requirements

The First Aid Attendant will be required to record in the First Aid Logbook, all treatment given to an employee. Should the injury/illness be serious enough that medical attention is required; an injury/illness incident report shall be completed and a copy provided to the Manager. The injury/illness incident report shall record the circumstances surrounding the incident as described by the injured employee. Specifically, the report must include:

- the date of the injury
- time of the injury
- the names of witnesses
- the nature and
- Exact location of the treatment given.

Inspection Requirements

On a monthly basis as part of the VBN Paving Limited inspection form; the worker representative of the Joint Health & Safety Committee (JHSC) shall inspect the First Aid Kit, and the equipment in the First Aid Station to ensure that the kit is adequately stocked with supplies, that the stretcher and blanket are present, and that a sufficient number of injury/illness incident forms are supplied.

If there are any supplies or deficiencies identified, it will be noted on the JHSC Monthly Inspection Record and the kit will be restocked within a reasonable time period (no later than one week). The inspection schedule and person responsible shall be defined according to the inspection schedule determined by the Joint Health & Safety Committee.

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Roles and Responsibilities

First Aiders

- Provide First Aid to injured persons and ensure that such injuries are recorded in a First Aid logbook.
- Ensure an injury package is taken by injured workers seeking medical, containing the functional abilities form and an injury report form that may be filled out as appropriate.
- Attend formal First Aid training and refresher courses from approved organizations recognized by WSIB in the First Aid Regulation.

Employer

- Provide adequate resources for staff to be trained in First Aid as required by this Standard.
- Maintain a First Aid station containing a First Aid box (containing the items required by the First Aid Regulation), valid First Aid certificates of trained workers, and an inspection card recording the date of the most recent inspection of the First Aid box and the signature of the person making the inspection.
- Provide immediate transportation to a medical facility or the worker's home, as appropriate.
- Monitor and evaluate this standard on a scheduled basis.

Manager / Supervisor

- Ensure all staff are trained & orientated with regard to the First Aid Policy & procedures
- Ensure that all first aid equipment is maintained per applicable regulations
- Maintain contact with injured workers after they have sought medical
- Identify First Aid training requirements.
- Ensure that sufficient staff is trained and holds a valid First Aid certificate.
- Monitor compliance of this policy.

Employee

- Inform the employer of any injury or the possible onset of work-related disease/condition.
- Cooperate in safe return to work

Communication

This standard will be posted in a conspicuous space in the workplace where it will be accessible by all employees. First Aid Inspection Card should be posted in the First Aid kits/room

The Following documents will also be posted:

- Copy of the First Aid Regulation
- Copy of the WSIB Form 82 ('In Case of Injury at Work' poster) at all First Aid station/rooms and in other conspicuous places in the workplace

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- Copy of the content kit should be in or near by the First Aid kit/room
- Copy of valid First Aid certificates including the names of designated First Aiders at each first aid location

Training

VBN Paving Limited offers First Aid training as outlined in this policy. Any employee interested in participating and obtaining First Aid certification shall speak to their immediate Supervisor or Manager.

At a minimum, VBN Paving Limited will ensure that at least two Certified First Aid Attendants will be available during every shift that works in close proximity to the First Aid station or kit.

All designated First Aiders and field representative shall be trained and certified from a WSIB-recognized training provider every 3 years.

Evaluation

The First Aid standard shall be evaluated on an annual basis by Senior Management to ensure compliance with the standard & it meets the current operational standards.

Each site JHSC worker representative will evaluate the first aid kit, first aid log during the monthly workplace inspection.

Acknowledgement and Improvements

Any substandard condition or substandard First Aid practice will be addressed/corrected within a week by senior management.

Senior management will acknowledge success by writing an email memo and posting it to communicate it to the all employees congratulating them on their success relating this standard.

After review of the standard; and first aid injury tracking to monitor the success of the policy & procedures identifying any gaps; The Manager and senior management will develop an action plan to address identified gaps and areas of improvement.

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