



FIRST AID

Applicable Legislation

Workplace Safety Insurance Act (WSIA)
Regulation 1101

We are not Federally regulated. As Such the Canada Occupational Health and Safety Regulations (SOR/86-304) Part XVI would not apply.

Purpose

Our objectives are simple: zero accidents; zero lost time; carefully planned work; well-trained personnel; and a positive, productive, and safe working environment. We want to provide immediate first aid at our workplace to those who require it. We also want to ensure that first aid equipment and facilities are available and maintained in our workplace(s).

It is our policy to execute all our work in a safe and productive manner in accordance with the Occupational Health and Safety Act and the Regulations made under the Act including the Workplace Safety Insurance Act. We are committed to protecting the health and safety of everyone who works on our projects.

Scope

Regarding this topic our scope would be the entire organization.

Definition and Acronyms

“Our company / the company” = Dale Coleman Construction Limited

“H & S” = Health & Safety Program

“OHS” = Occupational Health and Safety Act

Injury = an incident that results from a workplace event that causes harm to a person. Examples are cuts, fractures, sprains, etc.

Roles and Responsibilities

President/Vice President/Management

- Will be responsible for creating First Aid Standard and reviewing it on a yearly basis.
- Report a work-related accident to the WSIB within 72 hours of the accident occurring (WSIB Form 7).

- Notify Ministry of Labour of a critical injury immediately after the accident scene has been secured.
- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally medical practitioner and to such other persons as may be needed.
- Take every precaution available to ensure the safety of workers on site.

Project Managers / Superintendents

- Will determine who will be responsible for administering first aid in case it is needed.
- Will ensure that employees are made aware of and adhere to reporting requirements.
- Will ensure that first aid stations are maintained in accordance with regulation.
- Will allow for time to ensure that first aid training can be attended and completed by designated employees.

Job Supervisors / Health and Safety Representative (depending on size of job)

- Will ensure that first aid treatment is provided promptly for injuries or illnesses.
- Will ensure that first aid kits are inspected on a reoccurring basis.
- Will ensure that first aid kits contain adequate supplies.
- Will ensure that there is accurate record of those receiving first aid treatment or advice; these records must be submitted to Project Managers / Superintendents. All injuries, accidents and near misses must be reported; no matter the severity of the accident, it must be reported to the superintendent/supervisor.
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Workers / Subcontractors

- Must report all injuries, accidents, and near misses; no matter the severity of the accident, it to the Job Supervisors / H&S Rep.
- Help to administer First Aid when needed and help complete incident investigation when required.

Procedures

First Aid Stations:

Our first aid stations will require the following:

- Initial first aid site review form
- First Aid Kit (box) as per regulation 1101.
- Notice Board with i) poster Form 82 ii) valid certificate of trained worker on duty iii) inspection card of First Aid Kit.
- First aid stations will be in the charge of a qualified worker.
- First aid stations will be easily accessible.

First Aid Certified Employees:

- All employees are required to be trained in First Aid & CPR. A list of certified employees will be included with this standard and will be updated every year by Pierre Seguin, WSIB Excellence Program Coordinator.
- Every jobsite must have a valid certified individual in First Aid & CPR. The trained worker's name will be posted on the jobsite's H&S board (see attached example).

President/Vice President/Management

- Our management team will create and review our Emergency Response Plan (HSPOL-3) and First Aid Standards on a yearly basis.
- They will allow time and funding required for employees to receive first aid certification.
- They will provide funding required for all First Aid kits and other equipment needed for First Aid compliance.

Project Manager / Superintendent

- Before the start of work on any job site the Project Manager/ Superintendent that every work site is First Aid compliant and complete the First Aid Requirement checklist.
- Before the start of work everyone on the job site must be familiar with and knowledgeable of our Emergency Response plan.
- A responsible person will be appointed for administering First Aid on the job site.
- In case of an incident, situation or the necessary use of First Aid is used on the job site; the Project Manager will communicate the event to Management.

Job Supervisor / H & S Representative

- The Job supervisor /H & S Representative will be responsible for prompt First Aid treatment on work sites when needed.
- Contact 911 if necessary. Clear access for emergency responders, ex.: ambulance
- Provide transportation to closest medical facility if emergency responders are not available.
- Report all incidents/First Aid events to Project Manager / H & S Representative.
- An Incident Report must be completed and submitted to the Project Manager/Superintendent after each occurrence.
- The First Aid kits will be inspected monthly on job sites; a log will be kept with kit.

Workers / Subcontractors

- Perform First Aid (if trained) or retrieve someone who can perform First Aid.
- Report incident or First Aid event to Job Supervisor / H& S Representative

Communication

Once our Health & Safety Policy is reviewed/updated yearly it will be sent out by email to all our employees from the President to the hourly Labourers. The Policy will be sent in both official languages (English and French). For employees that do not have email we will mail out a hard copy to their home

address. A copy of our policy will also be posted on our office bulletin board (near entrance to be easily visible for everyone) and on safety boards located on every job sites.

More specifically, our First Aid Training will also be reviewed on a yearly basis. Employees with expiring First Aid certificates will need to attend a course for recertification.

Our staff will also need to review the Workplace Safety Insurance Act (WSIA) Regulation 1101 on a yearly basis. It will be sent out via email in the language of their choice.

All job sites will be equipped with our "Safety Board" that will have our complete First Aid information and our Emergency Response plan.

Regarding new hires, it will be mandatory that new hires sign off on reading and understanding our Health & Safety Policy / Programs before their first shift with our company. First Aid course will also be offered once a year for new hires that are not already certified.

Subcontractors and Trades, all subcontractors / trades that are working on our job sites must sign off on reading and understanding our Health & Safety Policy / Programs.

Training

First Aid Courses: The training/certification is delivered by the Canadian Red Cross or St-John Ambulance.

Worker Health & Safety Awareness: Online course provided by OSG.

First Aid Awareness: Online course provided by OSG.

First Aid requirements and procedures: A Power Point presentation is sent out to all employees.

President/Vice President/Project Managers/ Superintendents / Supervisors /Health & Safety Representative/ Workers /Subcontractors

- Review and be knowledgeable of Emergency Response Plan (HSPOL-3) page 18 of our H&S Manual.
- Review and be knowledgeable of Workplace Safety Insurance Act (WSIA) Regulation 1101

Designated First Aid Attendants

- Must complete First Aid Training (St. John Ambulance Standard First Aid Certificate or its equivalent).

Evaluation

Surveys

Surveys will be conducted semi annually via email with payroll. Twice a year we will send out a survey to review the knowledge/opinion of employees of our H & S Policy and our First Aid program. Our survey will also contain a section where employees can comment on the company's ability to deal/manage injuries, illnesses, and incidents on our job sites.

The first survey will be sent out 2 to 4 weeks after we have updated and delivered our yearly H&S Statement/Policy. The survey will be to verify the understanding of our policies and to view how H&S is viewed in our company. We will be reviewing our H&S in January of every year and releasing it early to mid February. Our second survey will be sent later in the year (mid October to mid November) to receive feedback/opinions on our current H&S so that they can be taken into consideration for the upcoming policy renewal.

Forms and Records

The list below indicates the location where to find all documents pertinent to Health and Safety of our company.

Injury, Illness and Accident Reports:

- Coleman Construction Ltd shared iCloud drive
- Under Coleman Construction Ltd,
- Administration – Documents,
- Health and Safety
- Injury, Illness and Accident Reports

Health Safety Policy:

- Coleman Construction Ltd shared iCloud drive
- under Coleman Construction Ltd,
- Administration – Documents,
- Health and Safety 2023

Training Records:

- Coleman Construction Ltd shared iCloud drive
- under Coleman Construction Ltd,
- Administration – Documents
- Personnel information – Licenses – Training-Resumes
- Employee's Name

Training Matrix – Documentations and Manuals

- Coleman Construction Ltd shared iCloud drive
- Under Coleman Construction Ltd,
- Administration – Documents
- CCL Policies -Protocols