



PERSONAL ATTENDANT CARE INC.
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		Operational Procedure Number 4.05
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DEPARTMENT		Occupational Health and Safety
SUBJECT		First Aid and CPR
APPROVED BY (Signature)	CHIEF EXECUTIVE OFFICER	<i>N. Carter</i>
APPROVED DATE		October 27, 1999 / June 15, 2009
REVIEWED BY		Joint Health and Safety Committee
REVIEW DATE		June 15, 2009

OPERATIONAL PROCEDURES

First Aid Regulations

1. Personal Attendant Care Inc. supplies a First Aid Box(s) and items required by the "First Aid Regulations (*Regulation 1101*)".
2. The First Aid Box(s) contains a section for recording the date of the most recent inspection and the signature of the person doing the inspection.
3. Personal Attendant Care Inc. insures that the First Aid Station(s) is inspected / maintained monthly by a member of the Joint Health and Safety Committee. The documentation and recording of all first aid given is kept in the First Aid Log Book found in the First Aid Box.
4. Personal Attendant Care Inc. supplies a notice board displaying the valid First Aid Certificates of the trained workers and as well the poster "Form 82" entitled "*In All Cases of Injury/Disease*" is posted in a conspicuous section of the workplace. The employer is responsible to maintain first aid supplies.

Procedures

First Aid Box Requirements

- Current edition of a standard First Aid Manual;
- 1 card of safety pins; and;
- Dressings consisting of:
 - 24 adhesive dressings individually wrapped;
 - 12 sterile gauze pads, 3 inch square;
 - 4 rolls of 2-inch gauze bandage;
 - 4 rolls of 4-inch gauze bandage;

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- 4 sterile surgical pads suitable for pressure dressings, individually wrapped;
- 6 triangular bandages;
- 2 rolls of splint padding;
- 1 roll up splint.

First Aid & CPR Certification

1. All Personal Support Workers when hired must be certified in Emergency First Aid and CPR - Level C and re-certification is required every 2 years.
2. Personal Attendant Care provides Emergency First Aid and CPR - Level C refresher training for all employees. This training is provided at various times throughout the year.
3. As a condition of employment employees are required to forward a copy of a valid certificate to the Human Resources Department.

Role and Responsibilities

The role of first aid personnel is to undertake the initial treatment of people suffering injury and illness at work. To carry out this function a minimum requirement of a current Emergency First Aid and CPR - Level C Certificate is required.

A person possessing this qualification should:

- Be able to undertake the initial treatment of injuries and illness occurring at the workplace;
- Emergency Services (911) to be called as appropriate
- Record treatment given on a Client and/or Employee Incident form;
- Apply universal precautions for infection control;
- Be able to record details of first aid given;
- Personal Attendant care Inc. maintains a first aid kit appropriate to the level of training undertaken and to the requirements for the particular workplace.

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Roles and Responsibilities of the Personal Support Worker

In the case of a client emergency the Personal Support Worker must:

- Assess the situation to ascertain the need to call 911;
- Make the client as comfortable as possible through reassurance;
- Remain with the client until Emergency Services have arrived and be prepared to give details of the injury/illness if possible;
- Do not attempt to move the client if they have fallen;
- Contact the Client Service Supervisor to inform them of the incident;
- Complete the Client Incident Form and submit to the Client Service Supervisor within 48 hours.

Good Samaritan Act

In Ontario, the Good Samaritan Act protects people who voluntarily offer CPR or First Aid assistance in an emergency from getting sued for any related injury or death, unless the person providing aid was grossly negligent. Good Samaritan Act, 2001 S.O. 2001, CHAPTER 2 states the following;

Protection from liability

2. (1) Despite the rules of common law, a person described in subsection (2) who voluntarily and without reasonable expectation of compensation or reward provides the services described in that subsection is not liable for damages that result from the person's negligence in acting or failing to act while providing the services, unless it is established that the damages were caused by the gross negligence of the person. 2001, c. 2, s. 2 (1).

Persons covered

(2) Subsection (1) applies to,

- (a) a health care professional who provides emergency health care services or first aid assistance to a person who is ill, injured or unconscious as a result of an accident or other emergency, if the health care professional does not provide the services or assistance at a hospital or other place having appropriate health care facilities and equipment for that purpose; and
- (b) an individual, other than a health care professional described in clause (a), who provides emergency first aid assistance to a person who is ill, injured or unconscious as a result of an accident or other emergency, if the individual provides the assistance at the immediate scene of the accident or emergency. 2001, c. 2, s. 2 (2).

Attached Forms

Client Incident	4(p)
Employee Incident Report	4(f)