



## FIRST AID

- Refer to Appendix 1 for First Aid Box Requirements 1-5 Workers (page 6)
- Refer to Appendix 2 for First Aid Box Requirements 6-15 Workers (page 6)
- Refer to Appendix 3 for HF First Aid Report Form (page 7)

### ***1. Purpose:***

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To provide step by step guidance for immediate first aid in an emergency to preserve life and assist recovery. This procedure is applicable for a casualty for any injury or sudden illness before the arrival of a qualified medical expert. This SOP supports the Lash Miller First Aid Program in compliance with Ontario Regulation 1101 of the Workplace Safety and Insurance Act.

### ***2. Scope:***

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Applies to all students, staff and faculty within the Department of Chemistry who provide first aid treatment in the event of an injury. First aid includes, but is not limited to:

- cleaning minor cuts, scrapes, or scratches
- treating a minor burn
- applying bandages and/or dressings
- applying a cold compress, cold pack, or ice bag
- applying a splint
- changing a bandage or a dressing after a follow-up observation visit

### ***3. Prerequisites:***

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To be able to manage and administer first aid using the Department's first aid stations located in the building hallways, you must hold a valid St. John Ambulance Emergency First Aid Certificate (or equivalent) and be willing to be a first aider for the Department.

## **4. Responsibilities:**

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### **Chemistry Department:**

- Ensure first aid stations and supplies are provided and maintained as required by Regulation 1101
  - NOTE: At LM there are hallway first aid stations (green) located on every floor (mounted on the walls), in UG labs and in Stores. These first aid supplies are managed by certified first aiders “ONLY”.
- Ensure trained first aiders are assigned to each first aid station

### **Supervisors:**

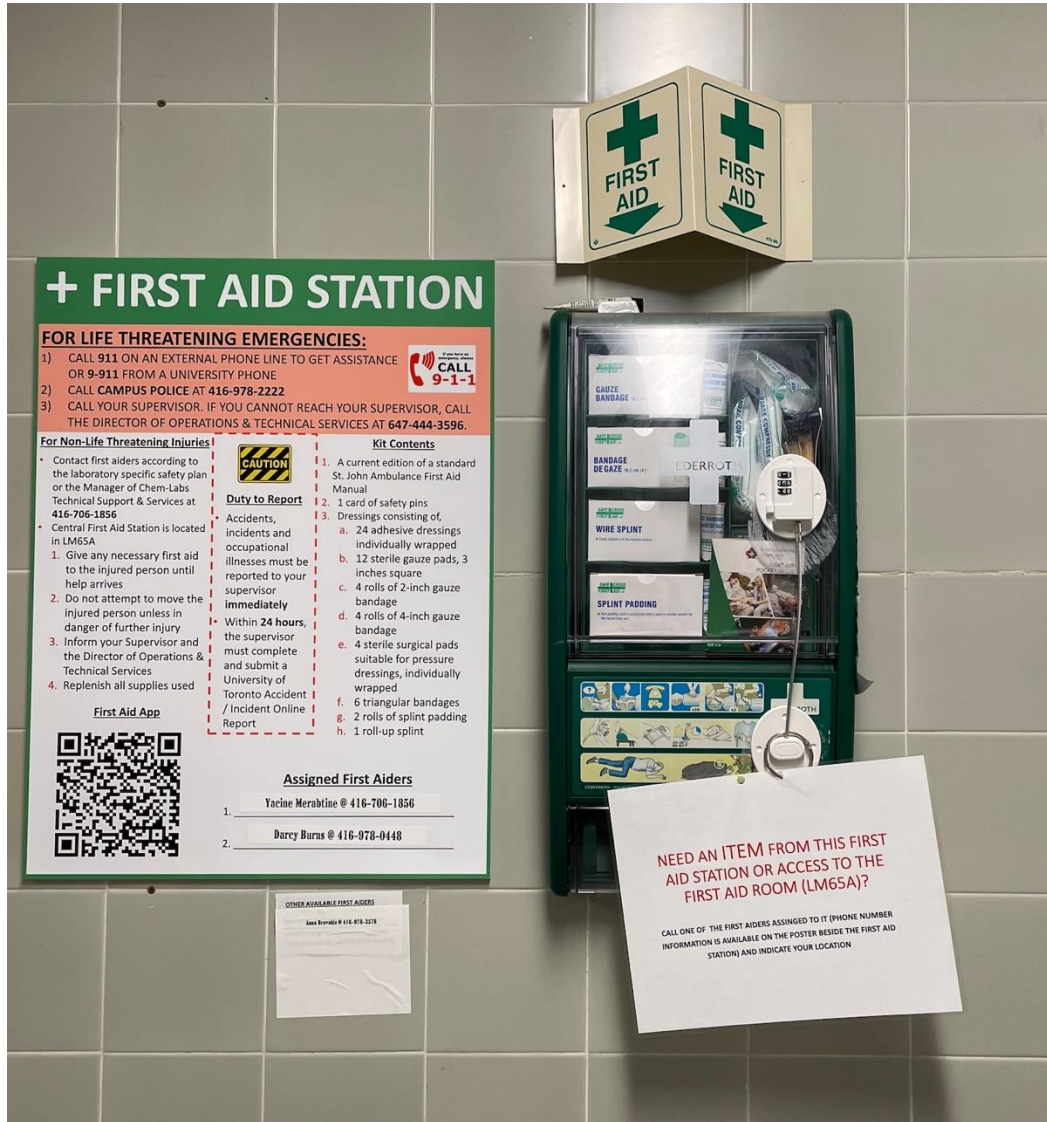
- Ensure first aid station locations and their assigned first aiders are communicated to all staff and students under their supervision
- Ensure combination lock number is saved somewhere safe and accessible
- Arrange appropriate first aid provisions for individuals working alone or working outside of normal hours (during working hours, first aiders can respond using first aid stations)
  - Small first aid kit should be provided in labs. Depending on the number of students, a certain number of supplies should be provided. See appendix 1. Stores can prepare these kits.
  - Assign a designated person to review and update stocks quarterly as required by the Ontario Regulation 1101
- Follow UofT procedures for Accident/Incident Reporting in the event of a personal injury
- If necessary, arrange for transport of the injured individual and accompany them

### **First Aiders:**

- Respond to first aid emergencies within the limits of his/her training
- Obtain and maintain a valid First Aid Certificate issued by a training agency recognized by the WSIB
- Follow appropriate emergency procedures and provide interim first aid until medical services take over
- Be in charge of the first aid station assigned to them by the Department and inspect the contents at least every three months (or four times per year) and connect with Chem Stores to report when supplies need restocking or replacing
- Log first aid station inspection on the First Aid Station Inspection card provided at each first aid station
- Keep a record, indicating the date, time and nature of the first aid treatment given to any injured person (captured by the Accident/Incident Reporting)

## 5. First Aid Stations

### Hallway First Aid Stations



There are hallway first aid stations on every floor. All hallway first aid stations are locked using a combination lock. Only designated first aiders with a valid First Aid Certificate issued by a training agency recognized by the WSIB have the combination number.

## Liability Protection for those responding to situations requiring first aid

The Good Samaritan Act protects responders from liability in respect of voluntary emergency medical or first aid services. This law states that when you act reasonably as a first aider under the condition of the emergency, that you cannot be held responsible for an injury.

### **6. Procedure:**

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#### **For Life-Threatening Emergencies**

- 1) **Call 911** on external phone lines to get assistance, or 9-911 from a University phone. After calling 911, call **Campus Safety at 416-978-2222 (8-222)**.
- 2) If possible, call your supervisor, and call the Chem Stores Manager at **416-706-1856** (during working hours) or Chief Administrative Officer (CAO) at **647-444-3596**.

#### **For Non-Certified First Aiders**

- 1) Check the scene to ensure the area is safe to enter. Look for hazards such as spilled chemicals, hostile bystanders, smoke or ringing alarms. If hazards are present, stay at a safe distance and wait for police.
- 2) Give any necessary assistance to the injured person until first aiders or medical services arrive to the scene.
- 3) Do no attempt to move the injured person unless in danger of further injury.
- 4) Assist responders by performing crowd control and gathering supplies from your lab's first aid kit. Assist first aider in gathering supplies from the hallway first aid station.
- 5) If hazardous materials are involved, ensure appropriate Safety Data Sheets are given to Emergency Personnel. If the person is injured with hydrofluoric acid, complete Appendix 2 and provide to emergency personnel.
- 6) Ensure all supplies from the lab first aid kit are replenished.
- 7) Assist your supervisor in filling out the EHS [Accident/Incident Report](#)

#### **For Certified First Aiders**

- 1) Check the scene to ensure the area is safe to enter. Look for hazards such as spilled chemicals, hostile bystanders, smoke or ringing alarms. If hazards are present, stay at a safe distance and wait for police.
- 2) If safe, perform a primary assessment check on the injured person to determine their initial condition and whether there are any life-threatening concerns. If the person is unresponsive, check their ABCs: Airway, Breathing, and Circulation.
- 3) Provide interim first aid within the scope of your knowledge and training until medical services take over. Detailed information on how to respond to emergencies can be found in

the [Canadian Red Cross Comprehensive Guide for First Aid & CPR](#) and [App](#) which can be downloaded to your mobile device.

- 4) Gather required supplies from your local hallway First Aid Station. If required, Campus Safety will be equipped with an Automated External Defibrillator upon their arrival to the scene.
- 5) If hazardous materials are involved, ensure appropriate Safety Data Sheets are given to Emergency Personnel. If the person is injured with hydrofluoric acid, complete Appendix 2 and provide to emergency personnel.
- 6) Replenish all supplies utilized during the response.

## **For Non-Life-Threatening Emergencies**

- 1) Contact the first aider assigned to your floor (contact information is posted at the nearest first aid station), or Chem Stores Manager **at 416-706-1856**.

### ***7. Duty to Report:***

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Accidents, incidents and occupational illnesses must be reported to your supervisor immediately. Within 24 hours, the supervisor must complete and submit a University of Toronto Accident/Incident Online Report, as found at:

<https://ehs.utoronto.ca/report-an-incident/>

### ***8. First Aid Station Inspections***

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- First Aiders must inspect their designated First Aid Stations within the first week of January, April, July and October of every calendar year.
- First Aid Stations must include the supplies found in Appendix 1 and 2.
- Inadequate supplies must be replenished immediately by contacting Chem Stores.

### ***9. Resources***

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- First Aid Requirements [R.R.O. 1990, Regulation 1101](#)
- University of Toronto [First Aid Program](#)
- Canadian Red Cross [Comprehensive Guide for First Aid & CPR](#)

## Appendix 1

### First Aid Box Requirements for Research Groups of 1-5 People

Item	Quantity
St. John Ambulance First Aid Manual	1
Card of Safety Pins	1
Adhesive Dressings	12
Sterile Gauze Pads, 3" square	4
Gauze Bandage Rolls, 2"	2
Field Dressings, 4" square	2
Triangular Bandage	1

### First Aid Box Requirements for Research Groups of 6-15 People

Item	Quantity
St. John Ambulance First Aid Manual	1
Card of Safety Pins	1
Adhesive Dressings	24
Sterile Gauze Pads, 3" square	12
Gauze Bandage Rolls, 2"	4
Gauze Bandage Rolls, 4"	4
Sterile Surgical Pads	4
Triangular Bandage	6
Splint Padding Rolls	2
Roll-up Splint	1

## Appendix 2: First Aid Report Form

### Hydrofluoric (HF) Acid First Aid Report Form

This form and the appropriated SDS are to be taken with the victim to the emergency room

#### Employee Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Employing Department: \_\_\_\_\_

Building/Room (Location): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

#### Exposure Information

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Type of Exposure:

- Skin
- Eye
- Ingestion
- Inhalation

Injury Description: \_\_\_\_\_

#### First Aid Information:

Person Administering First Aid: \_\_\_\_\_

Contact phone Number: \_\_\_\_\_

Time of Treatment: \_\_\_\_\_

First Aid Measures taken: \_\_\_\_\_

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