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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: First Aid Treatment

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POLICY

It is the policy of Community Living Thunder Bay that all supplies utilized in the treatment of injuries, be recorded on the First Aid Usage form located inside each first aid station.

PURPOSE

To ensure that CLTB has a complete record of each injury, the treatment required and the first aid supplies utilized.

To ensure compliance with Workplace Safety and Insurance Act, Regulation 1101.

RESPONSIBILITY

It is the responsibility of each employee treating an injury to record the first aid supplies utilized on the First Aid Usage form located inside the first aid station and to complete the Employee Report of Incident from to document the injury.

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GENERAL MANUAL PROCEDURE

TOPIC: First Aid Treatment

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PROCEDURE:

1. Each employee using first aid supplies to treat an injury will document the injury & treatment applied using the Employee Report of Incident form.
2. The Employee Report of Incident form is forwarded to the Management Co-Chair of the Joint Occupational Health & Safety Committee. The form is then reviewed by the JOHSC at their monthly meeting.
3. If an employee has utilized first aid supplies, they are to note any items that are required to replenish the first aid station and complete a Supply Requisition Form.