

Regulation 1101 of the *Workplace Safety and Insurance Act* outlines the obligations of employers in the provision of first-aid in the workplace. To meet these obligations, Carleton University has adopted a designated first aider program, managed by EH&S, in addition to provision of first aid by the Department of University Safety and the CUSERT program.

The following guidelines will assist when you give first-aid treatment for work injuries or give advice to the injured worker. If you have any questions contact EH&S at ehs@carleton.ca

Procedure to follow in case of an injury

A. PRIMARY RESPONSIBILITIES

- Provide the appropriate first-aid immediately.
- Call the Department of University Safety for assistance or immediate transportation¹ of the injured person, by dialing 4444 on University telephones or dialing 613-520-4444 when calling from a cell, or other phone.
- Keep a written record of the first-aid treatment and the advice given to the worker².
- Ensure the injured person informs their supervisor of the injury³.
- In case of a critical injury⁴ or an accident resulting in a fatality, immediately contact the Department of University Safety. Do not disturb the scene. If in doubt, call anyway.

B. SECONDARY RESPONSIBILITIES

- Ensure that the first-aid kit contains the items required
- Inspect the contents of the first aid kit at least every 3 months to ensure that it is complete and in good order. If supplies are missing, speak to your departmental administrator.
- Inform EH&S if:
 - 1) you have to leave your function as a first-aider,
 - 2) your first-aid Certificate or its equivalent is not valid or missing (Certification is valid from 3 years from date of completion of the training)
 - 3) you have concerns of any kind!

Additional Information

1. As a first-aider, you are not responsible for transporting or escorting an injured person to seek medical attention or to their home. Call the Department of University Safety, who will take the necessary actions.
2. Use the attached form and send a copy to the EH&S Office when completed. The following information is to be included: date, time and exact location of incident, names of witnesses, injured body part and nature of the injury of the worker and date, time and nature of each first-aid treatment or advice given.
3. The supervisor must complete the Supervisor Incident/Injury and Investigation form and forward it to the EH&S Office within 24 hours
4. Definition of Critical Injury (regulation 834 of the *Occupational Health and Safety Act*)

A critical injury means an injury of a serious nature that

- (a) Places life in jeopardy;
- (b) Produces unconsciousness;
- (c) Results in substantial loss of blood;
- (d) Involves the fracture of a leg or an arm but not a finger or a toe;
- (e) Involves the amputation of a leg, an arm, a hand or a foot but not a finger or a toe;
- (f) Consists of burns to a major portion of the body; or
- (g) Causes the loss of sight in an eye.