



Guidelines for Designated First Aiders

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 Campus Safety Services 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 Campus Safety Services 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 Campus Safety Services. 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!



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Additional Information

- As a first-aiders, you are **not responsible** for transporting or escorting an injured person to seek medical attention or to their home. Call Campus Safety Services, who will take the necessary actions.
- Use the attached (First Aid Provided) form and send a copy to the EHS Office when completed.
- The supervisor must complete the CU Worksafe report [Reporting with CU WorkSafe - Environmental Health and Safety](#) and submit it to EHS within 24 hours
- **Definition of Critical Injury** (regulation 834 of the *Occupational Health and Safety Act*)
 - A **critical injury** is 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