**First Aiders**

**Definitions:**

**First Aid:** Immediate care given to a person who is injured or ill. Treatment is given until medical aid by a health care professional can be administered.

**First Aid Box:** A box or container that must at minimum contain items listed in Sections 8, 9, 10, 11 or 16 of Ontario Regulation 1101, *First Aid Requirements*.

**First Aider:** A person holding a valid First Aid Certificate issued by a training agency recognized by the Workplace Safety & Insurance Board (WSIB).

**First Aider Responsibilities:**

1. To respond to first aid emergencies **within the limits of his/her training**.

2. To **obtain and maintain a valid First Aid Certificate** issued by a training agency recognized by the WSIB.

3. To follow appropriate emergency procedures and provide **interim first aid until medical services** take over.

4. To be **in charge of a first aid station and inspect the first aid box and its contents at least every three months (4X/year)** and replenish the supplies if needed. The inspection card/checklist for the first aid box should be **signed and dated**.

5. To **keep a record**, indicating the date, time and nature of the first aid treatment given to any injured person.

Advise injured worker to complete a University of Toronto **accident and incident online report** with their supervisor. Details and information on how to complete this form is located on the EHS website at: [http://www.ehs.utoronto.ca/resources/wcbproc.htm](http://www.ehs.utoronto.ca/resources/wcbproc.htm).

**First Aid Stations shall contain/post:**

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<th><strong>A first aid box</strong>* containing the items required by Reg. 1101, the WSIB Form 82 poster, ‘<strong>In Case of Injury at Work</strong>’**, and valid <strong>first aid certificates</strong> of the first aiders.</th>
<th>an <strong>inspection</strong> card/checklist,</th>
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Personal protective equipment (e.g. CPR mask and non-latex gloves) as prescribed by the first aid training should also be included in the first aid box.

Reg. 1101 is accessible online, and can be viewed / downloaded at Service Ontario’s e-Laws website at: [http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_901101_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_901101_e.htm)

**Need Help?** Contact EHS at 215 Huron St., 7th Floor, Toronto, Ontario, M5S 1A2, **Telephone:** 416.978-4467, **Website:** www.ehs.utoronto.ca or **email:** ehs.office@utoronto.ca.

*You can purchase **ready-made first aid kits** from the supplier of your choice. EHS does not endorse any particular first aid kit vendor, or you may assemble your own **first aid kit** following appropriate content requirements listed in sections 8, 9, 10, 11 and 16 of Reg. 1101.

**Contact EHS for the ‘**In Case of Injury at Work**’ WSIB Poster / sticker.**