



Capital Health

ADMINISTRATIVE MANUAL Policy & Procedure

TITLE: Employee Emergency / First Aid Treatment	NUMBER: CH 15-023
Section: Safety/Security	Date Approved: July 2005
Source: Safety Programs	<i>Date To Be Reviewed:</i> <i>July 2008</i>
Distribution: All	Issuing Authority: Executive Management Team

POLICY

1. Capital Health provides and maintains, at every work site, the first aid supplies and trained first aid responders that are required, in accordance with the Nova Scotia First Aid Regulations pursuant to the January 1996 Occupational Health and Safety Act.
2. Service providers of contract employees will incur costs of any first aid training, supplies, or treatment required for their employees.
3. Employees required to travel, or who are expected to work alone as part of their occupational duties, must meet the current emergency first aid training standard and maintain a minimum #1 first aid kit in their vehicle at all times.
4. Except when emergency medical services are available in the workplace, each facility trains sufficient staff and maintains sufficient first aid supplies to provide immediate first aid for all shifts as per the requirements of the Nova Scotia Occupational Health and Safety Act, First Aid Regulations.

PROCEDURE

1. Employees must be able to access the first aid supplies and services as needed and without undue delay.
2. **Employees who work alone in the community** (e.g. Public Health, Home Care, Hospice, etc.) are required to:

- 2.1. Successfully complete the Emergency First Aid certification training and re-certification programs. Registered nurses with current cardio-pulmonary resuscitation (CPR) are not required to obtain certification in emergency first aid. However, training is provided if requested.
- 2.2. Self-administer first aid and call 911 for help if necessary.
- 2.3. Complete the First Aid Record Treatment Form available from the Capital Health Print Shop and forward the completed form to Occupational Health.
- 2.4. Notify the manager/supervisor, of the event.
- 2.5. Contact **7233** (SAFE) (or 473-7233 if outside the QEII HSC site) to report the injury/illness. If the injury results in lost time, a visit to a physician or contact with blood or body fluid other than your own, SAFE (7233) prepares the WCB Accident Report in your name and forwards to the HR WCB Advisor.
- 2.6. Re-stock the first aid kit.
3. **Employees who work in a facility, other than a Hospital facility** (e.g., Breast Screening Clinic, Connections Clubhouse, Cowie Hill Medical Centre, etc.) are required to:
 - 3.1. Successfully complete the Emergency First Aid certification training and re-certification programs. Registered nurses with current cardio pulmonary resuscitation (CPR) are not required to obtain certification in emergency first aid. However, training is provided if requested.
 - 3.2. Self-administer first aid.
 - 3.3. Call the designated first aid attendant for help or call 911 if away from any first aid help (the designated first aid attendant is the employee holding in good standing a minimum of an emergency first aid certificate).
 - 3.4. Notify the manager/supervisor of the event.
 - 3.5. Contact SAFE (473-7233) to report the injury/illness.
 - 3.6. If the injury results in lost time, a visit to a physician or contact with blood or body fluid other than your own, SAFE (7233) prepares the WCB Accident Report in your name and forwards to the HR WCB Advisor.
4. All other Employees are required to:
 - 4.1. Contact “3333” if working anywhere within the QEII or NSH or dial “0” or “911” if working in any other Capital Health facility. Identify yourself, the exact

location and nature of situation, (i.e. **EMERGENCY** or first aid required).
Remain at the scene until contacted by the first aid attendant.

4.2. Receive first aid.

4.3. Notify the manager/supervisor, then dial SAFE (473-7233) to report the injury/illness.

4.4. If the injury results in lost time, a visit to a physician or contact with blood or body fluid other than your own, SAFE (7233) prepares the WCB Accident Report in your name and forwards to the HR WCB Advisor.

HISTORICAL DATES

September 2002