Medical Emergencies

If you are able, assist the injured/ill person safely and to the best of your abilities. If you have no first aid training and the illness or injury does not appear to require emergency medical aid please call Campus Security (585-4999) for assistance.

In the case of an illness or injury requiring emergency medical aid, please call the 911 emergency number. You will be asked to provide the following information:

- Nature of emergency
- Exact address and nearest cross street
- Telephone number you are calling from
- Your name
- Your location (building, room number, floor number)

DO NOT HANG UP, until asked to do so by the 911 operator.

As soon as possible – call Campus Security at 585-4999 and inform them of the emergency and that emergency medical services have been notified.

Purpose

The purpose of this procedure is to aid in the provision of first aid to students, visitors, faculty and staff who suffer an injury or illness on campus, and to ensure that regulatory requirements are met.

Legislation

Sections 50 through 63 of the Occupational Health and Safety Regulations require that appropriate first aid is provided to injured persons. Implementation of these procedures allows the University to meet and exceed the requirements.

The Occupational Health and Safety Regulations

Provision of first aid

52 Subject to section 53, an employer, contractor or owner shall:

(a) provide the personnel, supplies, equipment, facilities and transportation required by this Part to render prompt and appropriate first aid to workers at every worksite;
(b) in consultation with the committee, the representative or, where there is no committee or representative, the workers, review the provisions of this Part;
(c) if the provisions of this Part are not adequate to meet any specific hazard at a place of employment, provide additional suitable personnel, supplies, equipment and facilities that are appropriate for the hazard; and
(d) ensure that, where a worker may be entrapped or incapacitated in a situation that may be dangerous to any person involved in the rescue operation:
    (i) an effective written procedure for the rescue of that worker is developed; and
    (ii) suitable personnel and rescue equipment are provided.

First aid personnel

54(1) An employer or contractor shall:
(a) provide the personnel and supplies set out in Table 9 of the Appendix for:
   (i) the type of work carried out at the place of employment;
   (ii) the distance of the place of employment from the nearest medical
       facility; and
   (iii) the number of workers at the place of employment at any one time;

and

(b) ensure that the personnel are readily available during working hours.

First aid station
56(1) An employer or contractor shall provide and maintain for every worksite a readily
accessible first aid station that contains:
   (a) a first aid box containing the supplies and equipment set out in Table 10 of the
       Appendix;
   (b) a suitable first aid manual; and
   (c) any other supplies and equipment required by these regulations.

(2) An employer or contractor shall ensure that:
   (a) the location of a first aid station is clearly and conspicuously identified; and
   (b) at a first aid station, an appropriate emergency procedure is prominently displayed
       that includes:
       (i) an emergency telephone list or other instructions for reaching the nearest fire, police,
           ambulance, physician, hospital or other appropriate service; and
       (ii) any written rescue procedure required by subclause 52(d)(i).

First aid register
57 An employer or contractor shall ensure that:
   (a) each first aid station is provided with a first aid register;
   (b) all particulars of the following are recorded in the first aid register:
       (i) each first aid treatment administered to a worker while at work;
       (ii) each case referred for medical attention;
   (c) a first aid register is readily available for inspection by the committee or
       representative; and
   (d) a first aid register no longer in use is retained at the place of employment for a period
       of not less than five years from the day on which the register ceased to be used.

Definitions

**Class A Attendant** is a person who has completed the requirements set out in Table 1 of the
Occupational Health and Safety Regulations; and who has received a certificate issued by the
training agency and containing the duration and content of the course and the expiry date of
certification.

**First aid personnel** at the University of Regina are Campus Security personnel.

**First aid station** is the first aid box containing the first aid manual and all supplies required by
the Occupational Health and Safety Regulations, the University of Regina Emergency
Preparedness Guide, and the First aid register; all of which are located in a conspicuous area
and predominantly displayed.

**First aid register** is located at the Faculty/Department first aid station(s) and is used to record
all first aid treatments administered from the first aid station that the register is associated with.

**Injury** is any illness or physical injury resulting from an incident.
Responsibilities

1. Vice-President (Administration) will:
   1.1 ensure that adequate resources are available to implement appropriate measures.
   1.2 ensure that the program is communicated to employees.
   1.3 require compliance with the procedures.

2. Deans, Associate Vice-Presidents, Directors, Department and Unit Heads will:
   2.1 ensure that the procedure is communicated to employees.
   2.2 require compliance with the procedures.
   2.3 ensure that first aid supplies and equipment are located in appropriate locations.

3. Supervisors will:
   3.1 require compliance with the procedures.
   3.2 ensure that the First Aid Station equipment and supplies are maintained in a clean and sanitary manner.
   3.3 ensure that the First Aid Station is inspected monthly and that supplies and equipment are replenished as necessary.
   3.4 ensure that copies of all First Aid Register entries are sent to the Health, Safety & Environment (HSE).
   3.5 ensure that incidents are reported to HSE within 24 hours of occurrence.

4. Faculty, staff and students will:
   4.1 comply with the procedure.
   4.2 report any concerns related to the First Aid Station and contents to their supervisor.
   4.3 complete the First Aid Register any time the First Aid Kit is used.
   4.4 provide an Incident Report and discuss all incidents with their supervisor.

5. University Health and Safety Committee will:
   5.1 monitor the adequacy and effectiveness of the procedures.
   5.2 monitor and recommend corrective actions as deemed necessary through evaluation of the incident report summaries.

6. Local Safety Committee will:
   6.1 monitor the adequacy and effectiveness of the procedures.
   6.2 monitor and recommend corrective actions as deemed necessary through evaluation of the First Aid Register(s).

7. Campus Security will:
   7.1 act as the University’s First Aid Attendants.
   7.2 be readily available when the University is open.
   7.3 maintain a minimum certification of Class A attendants.

8. Health, Safety & Environment will:
   8.1 provide expertise and advice to all levels of management, employees and students on matters pertaining to First Aid requirements.
   8.2 review all First Aid Register entries submitted, and provide a summary to the Local Safety Committee’s.
   8.3 ensure the procedure is kept current.
   8.4 provide an annual incident report summary to the University Health and Safety Committee and the Local Safety Committee’s.
**First Aid Station**

Location of first aid stations will be determined by the Deans, AVP's, Directors, Department and Unit Heads; HSE can assist Faculties/Departments and individual work units upon request. HSE recommends that access to a first aid station be within two minutes of any location where an injury may occur.

The first aid station should be clearly and conspicuously identified within the Faculty/Department working areas. The station will have:

- a first aid box,
- the University of Regina Emergency Preparedness Guide, that includes telephone numbers for City of Regina Emergency Services, Campus Security, HSE and Work Control, and
- in cases where a person may be trapped, for example hazardous confined spaces, a written rescue procedure.

Contents of a first aid kit:

- a first aid manual (normally provided with the purchase of the first aid box)
- equipment and supplies, as listed below, in quantities adequate for expected emergencies and contained in a well-marked container;
  - Antiseptic, wound solution or antiseptic swabs
  - Bandage – adhesive strips and hypoallergenic adhesive tape
  - Bandage – triangular, 100-centimetre folded, and safety pins
  - Bandage – gauze roller, various sizes
  - Dressing – sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size
  - Dressing – self-adherent roller, various sizes
  - Pad with shield or tape for eye
  - Soap
  - Disposable latex or vinyl gloves
  - Pocket mask with disposable one-way rebreathe valves
  - Forceps – splinter
  - Scissors – bandage
- additional equipment and supplies may be necessary for specific areas depending on the type of procedure and process occurring, contact HSE for assistance.

Supervisors are asked to complete monthly inspections of all First Aid stations and replenish any contents as required. An example of a First Aid Station Inspection Checklist is located below and is available on the HSE Forms page at [http://www.uregina.ca/hr/forms/health-safety](http://www.uregina.ca/hr/forms/health-safety).
# Monthly Inspection Checklist

<table>
<thead>
<tr>
<th>Inspection date</th>
<th>Jan/Jul</th>
<th>Feb/Aug</th>
<th>Mar/Sep</th>
<th>Apr/Oct</th>
<th>May/Nov</th>
<th>Jun/Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Kit</td>
<td>Quantity</td>
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<td></td>
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<tr>
<td>▪ Antiseptic, wound solution or antiseptic swabs</td>
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<tr>
<td>▪ Bandage – adhesive strips and hypoallergenic adhesive tape</td>
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<tr>
<td>▪ Bandage – triangular, 100-centimetre folded, and safety pins</td>
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<tr>
<td>▪ Bandage – gauze roller, various sizes</td>
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<tr>
<td>▪ Dressing – sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size</td>
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<tr>
<td>▪ Dressing – self-adherent roller, various sizes</td>
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<tr>
<td>▪ Pad with shield or tape for eye</td>
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<tr>
<td>▪ Soap</td>
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<tr>
<td>▪ Disposable latex or vinyl gloves</td>
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<tr>
<td>▪ Pocket mask with disposable one-way rebreathe valves</td>
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<td>▪ Forceps – splinter</td>
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<tr>
<td>▪ Scissors – bandage</td>
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<tr>
<td>Additional supplies</td>
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</tbody>
</table>

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**FIRST AID STATION**

_Inspection Year 20___

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*First Aid Procedures*

*Health, Safety & Environment*

*February 2010*
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the First Aid Manual available?</td>
<td>N/A</td>
</tr>
<tr>
<td>Is the First Aid Register posted? (if used, please send a copy to Health, Safety &amp; Environment – fax # 585-5232)</td>
<td>N/A</td>
</tr>
<tr>
<td>Is the location of the First Aid Station clearly marked and known?</td>
<td>N/A</td>
</tr>
<tr>
<td>Is the Emergency Preparedness Guide posted?</td>
<td>N/A</td>
</tr>
<tr>
<td>If required, are written rescue procedures posted?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**First Aid Register**

A first aid register is to be located at every first aid station and will include each first aid treatment administered and each case that is referred for medical attention. An example of a First Aid Register is located on the following page and is available on Health, Safety & Environment Forms page at [http://www.uregina.ca/hr/forms/health-safety](http://www.uregina.ca/hr/forms/health-safety).

A copy of new First Aid Register records is to be forwarded to HSE, by fax at 585-5232 or mail, following each monthly inspection.

The first aid register must be kept on file within the Faculty/Department for a period of not less than five years.

**Incident Report Form**

Incidents must be reported to the HSE within 24 hours of occurrence. See Incident Reporting Procedures at [http://www.uregina.ca/hr/health-and-safety/incident-reporting-and-wcb](http://www.uregina.ca/hr/health-and-safety/incident-reporting-and-wcb).

The Incident Report Form is located at: [http://www.uregina.ca/hr/health-and-safety/incident-reporting-and-wcb](http://www.uregina.ca/hr/health-and-safety/incident-reporting-and-wcb)
# First Aid Register
(Log of First Aid Usage)

Use 2 lines if necessary. This record does not replace the Incident/Accident Reporting Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee's name</td>
<td>Job title (eg. welder)</td>
<td>Date of injury or onset of illness</td>
<td>Where the event occurred (eg, loading dock north end)</td>
<td>Describe injury or illness, part of body affected, and object/substance that directly injured or made person ill (eg, 2nd degree burns on right forearm from acetylene torch)</td>
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</tbody>
</table>
Required Contents of First Aid Box

Amounts or quantities of the following supplies and equipment adequate for the expected emergencies, contained in a well-marked container:

☐ Antiseptic, wound solution or antiseptic swabs
☐ Bandage – adhesive strips and hypoallergenic adhesive tape
☐ Bandage – triangular, 100-centimetre folded, and safety pins
☐ Bandage – gauze roller, various sizes
☐ Dressing – sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size
☐ Dressing – self-adherent roller, various sizes
☐ Pad with shield or tape for eye
☐ Soap
☐ Disposable latex or vinyl gloves
☐ Pocket mask with disposable one-way rebreathe valves
☐ Forceps – splinter
☐ Scissors – bandage

4 Oct 96cO-1.1 Reg 1.
Occupational Health and Safety Regulations – Table 10