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| First Aid Administration | 1 of 2 | |
| Cross Reference | | |
| Health and Safety Policy | | |
| Workplace Injury and Illness Policy | | |
| Related Forms | | |
| First Aid Treatment Form | | |
| First Aid Kit Inspection Record | | |

Procedure

1. Regulation 1101, First Aid Requirements under The Workplace Safety and Insurance Act sets out the requirement for establishing first aid programs, training employees to act as First Aid Attendants, and administering first aid to employees who become injured or ill at work.
2. The Ottawa Student Transportation Authority (OSTA) will establish a first aid station in the vicinity of a qualified first aid attendant that contains the following:
 - a) WSIB Poster known as Form 82 posted in plain view;
 - b) Valid First Aid certificates of all trained first aid attendants;
 - c) Inspection card for the first aid box as required for an employer with between 15 and 200 workers on site;
 - d) Stretcher;
 - e) Two blankets; and
 - f) First Aid box containing the items as required to serve a workplace with between 5 and 200 workers.
3. The First Aid Station will be inspected quarterly by an individual who completes the inspection card including the date of inspection and the signature of the inspector.

4. OSTA will provide time from regular duties and pay for attendance at a recognized first aid course for sufficient OSTA employees so as to ensure that a qualified First Aid Attendant is available in the workplace.
5. Every OSTA employee who suffers an illness or injury from work must get first aid treatment right away and must cooperate with the health care that is prescribed.
6. Those OSTA employees who have been selected to be First Aid Attendants and completed recognized training are required to provide first aid to OSTA employees who become ill or injured at work in accordance with their training.
7. The First Aid Attendant will complete the First Aid Treatment Form and provide a copy to the injured worker and to the General Manager or designate.
8. The General Manager or designate will ensure this procedure and the Work Injuries & Illness Policy are followed for incidents of workplace injury or illness.