

**Manitoulin-Sudbury District Services Board  
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: October 1, 2009
Topic: 8. Health & Safety	Replaces: New
Subject: 1.2. First Aid Station Requirements	
Policy No. G.8.1.2.	Page 1 of 1

**PURPOSE**

The Manitoulin-Sudbury DSB Emergency Medical Services paramedics must comply with the Occupational Health and Safety Act, specifically Regulation 1101, Section 3 of the Workplace Safety and Insurance Act which direct employee's in the provision of First Aid (Patient Care) in the workplace.

**APPLICATION**

Paramedics, EMA's, Joint Health & Safety Committee, Management

**PROCEDURE**

To meet the above listed requirement, all stations will have a First Aid station which contains a First Aid Kit, inspection card and appropriately posted information. To ensure these items are kept in accordance to regulation, each station's Health & Safety Liaison will perform an inspection during their monthly station evaluation.

1. A first aid station shall contain:
  - a. A first aid box containing the items required as specified by Regulation 1101,
  - b. An inspection card with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person performing the inspection,
  - c. A notice board displaying the WSIB poster known as Form 82, and
  - d. Valid patient care qualifications of the trained workers on duty will be kept in the employees Human Resources File
2. A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation. For this regulation, the EMS stations' Health & Safety Liaison will be in charge of the station but in their absence, the on-site senior Paramedic will act as such.

**REFERENCE**

- The Ontario Workplace Safety and Insurance Board, "Regulation 1101"
- Web site [www.wsib.on.ca](http://www.wsib.on.ca)