

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: October 1, 2009
Topic: 8. Health & Safety	Replaces: New
Subject: 1.8. Contents of First Aid Kit	
Policy No. G.8.1.8.	Page 1 of 2

**PURPOSE**

In case of emergency, to ensure the First Aid box contains the minimum qualities of required supplies.

**APPLICATION**

Paramedics, EMA's, Management

**PROCEDURE**

Regulation 1101 requires every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing a minimum,

1. A current edition of a standard St. John Ambulance First Aid Manual;
2. 1 card of safety pins; and
3. Dressings consisting of,
  - a. 12 adhesive dressings individually wrapped,
  - b. 4 sterile gauze pads, 3 inches square,
  - c. 2 rolls of 2-inch gauze bandage,
  - d. 2 field dressings, 4 inches square or 2, 4 inch sterile bandage compresses,
  - e. 1 triangular bandage.

The EMS Station H&S Liaison shall inspect the contents of the First Aid kit on a monthly basis during their H&S Station Checks and sign off indicating all is present. In circumstances where the first aid kit is sealed with a contents list visible, the Liaison may take that amount to be correct and shall sign off leaving the box sealed.



The contents of this First Aid Kit have been checked and are accurate as per the attached list. Please check off and place your initials in spaces provided.

**2009**

- |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> Jul ____ | <input type="checkbox"/> Oct ____ |
| <input type="checkbox"/> Feb ____ | <input type="checkbox"/> May ____ | <input type="checkbox"/> Aug ____ | <input type="checkbox"/> Nov ____ |
| <input type="checkbox"/> Mar ____ | <input type="checkbox"/> Jun ____ | <input type="checkbox"/> Sep ____ | <input type="checkbox"/> Dec ____ |

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**REFERENCE**

- The Ontario Workplace Safety and Insurance Board Regulation 1101
- web site [www.wsib.on.ca](http://www.wsib.on.ca)
- First Aid Kit Contents Sign Off Sticker