

# First Aid Policy



## **PURPOSE**

[Company Name] ("the Company") is committed to providing a safe and healthy work environment. This Policy outlines the responsibilities, procedures, and resources for first aid in the workplace, ensuring that employees and other individuals receive prompt and appropriate initial treatment for injuries or sudden illnesses until more advanced medical care is available if needed.

## **SCOPE**

This Policy applies to all full-time, part-time, contract, and casual employees of the Company who are covered by the relevant occupational health and safety legislation in their province/territory of work or by federal regulations if they are federally regulated. It also applies to any contractors, visitors, or other persons on Company premises. In the event of a conflict between this Policy and local legislation, the greater right or benefit for those affected will apply.

## **DEFINITIONS**

- **"First Aid"**: Immediate, temporary care administered to a person who is injured or suddenly becomes ill, using available equipment and facilities until professional medical treatment can be provided.
- **"First Aid Attendant"**: An individual with valid and current first aid certification, designated or recognized by the Company to provide first aid services.
- **"First Aid Kit"**: A set of supplies and equipment for providing first aid, maintained and located in accessible areas throughout the workplace as required by applicable legislation.

## **ELIGIBILITY**

All employees, contractors, and visitors within the Company's premises are entitled to receive first aid services if they experience injury or sudden illness at work.

## **LENGTH OF LEAVE**

**Not Applicable.** This Policy addresses immediate care and does not define a leave of

absence. Employees requiring additional time off following an injury or illness should refer to the Company's sick leave or related leave policies.

## APPLICATION & NOTICE REQUIREMENTS

### 1. First Aid Attendants:

- The Company will ensure that a sufficient number of employees are trained and certified in first aid, as required by local legislation.
- First Aid Attendants must maintain current certification and provide immediate assistance in the event of an injury or illness.

### 2. First Aid Kits & Stations:

- Appropriate first aid kits, stations, and other required equipment (e.g., Automated External Defibrillators, if applicable) will be provided and maintained in accessible locations.
- The Company will conduct regular inspections to ensure that first aid supplies are replenished and that kits meet or exceed legislative requirements.

### 3. Reporting Injuries & Illnesses:

- Employees must report any workplace injury or sudden illness to their supervisor or a First Aid Attendant immediately.
- The First Aid Attendant or supervisor must record the incident and treatment in a First Aid Log/Incident Report, as required by law and Company policy.

### 4. Contacting Emergency Services:

- If an injury or illness is severe or potentially life-threatening, call 911 or local emergency services immediately.
- Notify management or the Emergency Response Team as soon as practicable for further assistance and coordination.

## JOB PROTECTION

- **No Penalty:** Employees will not face discipline or penalty for reporting an injury, assisting in first aid, or requesting medical attention.
- **Refusal of Unsafe Work:** If the injury or illness stems from unsafe conditions, employees have the right to refuse dangerous work in accordance with the Company's Refusal of Dangerous Work Policy.

## CONTINUATION OF BENEFITS

Injured employees receiving first aid may need additional medical treatment or time off. Any benefits during an absence will be administered according to the relevant sick leave, disability leave, or workers' compensation policies, and/or applicable legislation.

## RETURN TO WORK

1. **Fitness for Duty:** Employees returning to work after an injury or sudden illness must be capable of performing their duties safely. If necessary, a medical clearance or note may be requested, in accordance with privacy laws.
2. **Accommodation:** If an employee's ability to perform their regular job is affected by their injury or illness, the Company will consider reasonable accommodations in line with human rights legislation.

# **CONFIDENTIALITY**

All personal and medical information related to first aid treatment or injury/illness reports will be kept confidential, shared only with those who require it for health, safety, or compliance purposes, and handled in accordance with privacy legislation.

# **NON-RETALIATION**

The Company strictly prohibits retaliation against any employee who provides or seeks first aid, reports an injury or illness, or cooperates in related investigations. No employee's job status, benefits, or future opportunities with the Company will be negatively affected because they exercised their right to a safe workplace.

# **POLICY ADMINISTRATION**

The [HR Department/Designated Manager/Safety Officer] is responsible for:

- Administering this Policy consistently.
- Ensuring adequate training, equipment, and supplies for first aid.
- Staying informed about legislative changes and updating this Policy accordingly.
- Handling questions about first aid procedures and investigating related incidents.

[Company Name]

Effective Date: [Insert Date]

Authorized by: [Name, Title]

Date: [Signature Date]

## **How to Use This Template**

1. **Adapt and Customize:** Tailor the policy language to your organization's operations, size, and local legal requirements (e.g., types of first aid kits, number of trained attendants).
2. **Review with Legal Counsel:** Confirm that the policy meets the standards set by applicable occupational health and safety legislation, as well as any specific provincial/territorial/federal first aid regulations.
3. **Communicate to Employees:** Publish or share this Policy (e.g., employee handbook, intranet, safety boards), and ensure that training on first aid practices is conducted regularly.

## **Table of Jurisdictional Differences**

Each province/territory or the federal sector has specific requirements for the number of first aid attendants, type of first aid kits, and record-keeping obligations. Always consult the most recent legislation for precise requirements.