



Document #: EMD04, EMD001	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July, 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: First Aid Requirement for Healthcare Facilities		Page 1 of 6


Purpose	In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.20.030), the following Operational Procedure has been developed to ensure that workers are provided with assistance should they become ill or injured while working in the workplace.
Background	This OP supersedes First Aid Requirements for Healthcare Facilities dated January 2016.

1.0	<u>GUIDING PRINCIPLE</u>
1.1	This operational procedure is designed to ensure that when followed, the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
1.2	It is recognized that exemptions/equivalencies have been granted under the Workplace Safety and Health Act in patient care areas based on the nature of working activities/environments, and the fact that secondary medical aid (medical/nursing personnel) and supplies exceeding those of a First Aider and First Aid Kits are readily available.
1.3	WRHA Policy 110.050.040 Code Blue Response Training Appendix A identifies Workers who require certification in Basic Life Support (BLS) as a condition of ongoing employment. These requirements apply to Code Blue Team members or designated positions and areas.
1.3	As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.

2.0	<u>DEFINITIONS</u>
2.1	<u>Act (The Act and Regulation):</u> The Workplace Safety and Health Act W210 and Regulation of Manitoba.
2.2	<u>Non-Patient Care Area:</u> area where no patient care activities are performed (no medical supplies or secondary medical aid) areas where the appropriate First Aid supplies and First Aiders must be made available.
2.3	<u>Close Workplace:</u> a workplace from which, under normal travel conditions and using the means of transportation used at the workplace in an emergency, an ill or injured worker can be transported to a medical facility in 30 minutes or less.
2.4	<u>Director/manager/supervisor/lead:</u> A person who has charge of a Workplace or authority over a Worker.
2.5	<u>Distant Workplace:</u> means a workplace from which, under normal travel conditions and using the means of transportation used at the workplace in an emergency, an ill or injured worker can be transported to a medical facility in two hours or less.
2.6	<u>Employer:</u> Every person who, by himself or his agent or representative employs or engages one or more workers, and The Crown and every agency of the government.
2.7	<u>First Aid Kit Classifications:</u> (as per CSA Z1220-17) (reference regs 5.12(1)): a classification of the required kit based on an assessment (see Appendix A) including one of the following: <ul style="list-style-type: none"> • Type 1: First Aid Kit Content List (Personal) • Type 2: First Aid Kit Content List (Basic) <ul style="list-style-type: none"> ○ Small, Medium or Large • Type 3: First Aid Kit Content List (Intermediate) <ul style="list-style-type: none"> ○ Small, Medium or Large


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Title: First Aid Requirement for Healthcare Facilities		Page 2 of 6

2.8	First Aid Kit: A set of materials and tools used for giving emergency treatment to a sick or injured person.
2.9	First Aid responders: Staff trained on First Aid who are prepared to respond to medical emergencies in non-Code Blue response areas.
2.10	First Aid Services: The services of a first aider and the first aid equipment, facilities and supplies required under Part 5 of the Workplace Safety and Health Regulation.
2.11	First Aid Training Provider: A person, society, or organization that provides a training course in first aid and/or cardiopulmonary resuscitation, that is acceptable to the Workplace Safety and Health Branch. Approved first aid providers can be found here: WSH Approved Training Providers Workplace Safety & Health Labour Labour and Immigration Province of Manitoba (gov.mb.ca) . Consult with OESH for recommended first-aid training providers.
2.12	First Aider: 2.12.1 " A person who holds the applicable qualifications of a basic, intermediate, or advanced first aider as set out in <i>CSA Z1210-17 First Aid training for the workplace — curriculum and quality management for training agencies</i> . 2.12.2 The following meet the equivalency for first aiders: <ul style="list-style-type: none"> • doctors registered and licensed with the College of Physicians & Surgeons of Manitoba • nurses registered with the Association of Regulated Nurses of Manitoba and College of Licenced Practical Nurses of Manitoba • paramedics registered with the College of Paramedics of Manitoba All medical staff shall be in good standing with their association, up to date with basic life support training and the use of Automated external defibrillators (AED).
2.13	Hazard: Any condition, activity, material, or substance that can cause injury or illness to a person
2.14	Injury Near Miss (INM) Process: The INM Process is the reporting method for work related incidents including but not limited to: <ul style="list-style-type: none"> • Incidents with physical effects • Incidents which affect mental health • Incidents of violence, aggression and responsive behaviours • Incidents involving needlestick injuries or blood and body fluid spills and splashes • Incidents where a worker is exposed to an infectious material • Any occurrence of an occupationally transmitted infection or infectious disease • Near miss
2.15	Isolated Workplace: a workplace that is normally accessible only by air or from which under normal travel conditions and using the means of transportation used at the workplace in an emergency, an ill or injured worker cannot be transported from the workplace to a medical facility within two hours or less.
2.16	Medical Facility: a hospital, medical clinic, physician’s office or a nursing station operated and administered by the Government of Manitoba or Canada or both, or operated by a person or entity under an agreement with one or both governments.
2.17	OESH: Means the Occupational and Environmental Safety & Health Department of the WRHA.
2.18	Work in Isolation: Work in circumstances where assistance is not readily available in the event of injury, ill health or emergency
2.19	Worker: includes:

Document #: EMD04, EMD001	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July, 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: First Aid Requirement for Healthcare Facilities		Page 3 of 6


	<ul style="list-style-type: none"> a) any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not, b) any person engaged by another person to perform services, whether under a contract of employment or not <ul style="list-style-type: none"> i) who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor, and ii) who works or performs services in a workplace which is owned or operated by the person who engages him to perform services, c) any person undergoing training or serving an apprenticeship at an educational institution or at any other place.
2.20	Workplace: any building, site, workshop, structure, mobile vehicle, or any other premises or location whether indoors or outdoors in which one or more workers, or self-employed persons, are engaged in work-related activities
2.21	Workplace Safety and Health Committee: a committee for workplaces where at least 20 of the employer's workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.
2.22	Workplace Safety and Health Representative: a Representative for workplaces where five (5) or more workers but less than twenty (20) workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.

3.0	<u>OPERATIONAL PROCEDURE</u>
3.1	<p>Facility/ site/ program/ department will assess the circumstances of each work area and ensure the appropriate First Aid equipment and trained personnel will be provided as per the requirements outlined in the Manitoba Workplace Health and Safety Regulation Part 5 which refers to CSA Z1210-17, First aid training for the workplace and CSA Z1220-17, First aid kits for the workplace.</p> <p>As outlined in <i>CSA Z1220-17, First aid kits for the workplace, 6.2 Selection of workplace first aid kits – other considerations</i> in determining the workplace first aid kit classification, size and number, the organization must consider c) the distance from emergency medical services and/or the response time for emergency medical services.</p> <p>Re-assessments of the first aid requirements will be completed following any significant changes to personnel or environment change, introduction of new hazards, or post-incident report for corrective action involving First Aid requirements.</p> <p><u>Patient Care Areas:</u> Due to the nature of working activities and the environments within the clinical areas, secondary medical aid (medical/nursing personnel) are readily available. Appointed persons, such as members of the Code Blue Team or those positions designated in WRHA Policy 110.040.040 as requiring Basic Life Support (BLS) training will suffice (see exemption in the definition of First Aider).</p> <p><u>Non-Patient Care Areas:</u> First aiders will be required in working environments remote from the main direct health care sites/wards where there is demonstrable risk to staff being injured e.g. cuts, burns, electrocution,</p>

Document #: EMD04, EMD001	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July, 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: First Aid Requirement for Healthcare Facilities		Page 4 of 6

	<p>etc. Note: This can be done by liaising with other local Managers or Departments to share first aiders and appointed persons.</p>
3.2	<p>In the event that a workplace hazard is identified that creates a risk that is not adequately addressed by the first aid services already provided, the director/manager/supervisor/lead in consultation with the OESH Safety Coordinator and the Workplace Health and Safety Committee will determine appropriate first aid measures and equipment.</p>
3.3	<p>The minimum number of qualified First Aiders must be present during working hours and communicated (see Appendix B) as per the requirements outlined in the Manitoba Workplace Health & Safety Regulation Part 5.5(1) and (2) and the considerations identified in 3.1.</p>
3.4	<p>First Aid Equipment</p> <p>3.4.1 First Aid equipment must be accessible to all workers at all times. Contents provided are dependent on the hazards at the site. Managers may wish to work together with other local departments to share resources, first aid kits, etc. Refer to Appendix A.</p> <p>3.4.2 A personal first aid kit that meets the requirements set out in Part 5 of the Manitoba Workplace Health and Safety Legislation must be provided to workers who work alone and do not have ready access to a first aid kit. Refer to Appendix A.</p>
3.5	<p>All work-related injuries and illnesses must be promptly reported by following the Work Related Injury/Near Miss process. Injury/Near Miss records must be kept in the Employee's Confidential Occupational Health file.</p>
3.6	<p>Any seriously ill or injured workers shall be transported to a medical facility at the expense of the employer.</p>
3.7	<p>Anything in the workplace that has been contaminated by blood or bodily fluids must be disposed of or cleaned in a manner that prevents a worker from being exposed to blood or body fluids.</p>


4.0	<u>RESPONSIBILITIES</u>
4.1	<p><u>Employer</u></p> <p>4.1.1 In accordance with the objects and purposes of the Act ensuring, so far as reasonably practicable, the safety, health and welfare at work of all workers by complying with the Act and Regulations.</p> <p>4.1.2 Ensure that all workers, and particularly supervisors, foremen, chargehands, or similar persons, are acquainted with any safety or health hazards that may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.</p>
4.2	<p><u>Facility/Program Executive Team:</u></p> <p>4.2.1 Assign responsibilities to staff within the facility/site/program/department executive team to ensure the implementation of this OP.</p> <p>4.2.3 Support this OP throughout the facility/site/program/department.</p> <p>4.13 Ensure resources (information, First Aid Kits, First Aiders, training and time) are available to provide/maintain 4.1.2</p>
4.3	<p><u>Directors/Managers/Supervisors/Lead</u></p> <p>4.3.1 In areas where First Aiders are required, the manager must:</p> <p>4.3.1.1 Ensure that appropriate training for first aiders is provided.</p> <p>4.3.1.2 Liaise with other local Managers or Departments to share facilities/equipment/first aiders if reasonable/practical.</p>

Document #: EMD04, EMD001	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July, 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: First Aid Requirement for Healthcare Facilities		Page 5 of 6

	<p>4.3.1.3 Ensure that there is always a First Aider available, having an adequate number to cover holidays and sickness.</p> <p>4.3.1.4 Ensure that adequate supplies are available.</p> <p>4.3.1.5 Ensure that all incidents are reported as per the WRHA Injury Near Miss Operational Procedure.</p> <p>4.3.1.6 Communicate site/ facility first aid plan to staff.</p> <p>4.3.2.1 Appoint a person who will be responsible for:</p> <p>4.3.2.1.1 Maintaining and posting of First Aid notices.</p> <p>4.3.2.3.2 Ensure first aid kit is stocked.</p> <p>4.2.9 Ensure this Operational Procedure is reviewed and complied with.</p>
4.3	<p><u>Worker:</u></p> <p>4.3.1 Know the location of First Aid services in the workplace.</p> <p>4.3.2 A worker who becomes ill or injured at the workplace must follow site specific first aid procedures.</p> <p>4.3.3 Complete Work-Related Injury/Near Miss form (INM process) for all work related injuries, illnesses and near misses.</p>
4.4	<p><u>First Aider or Appointed Person:</u></p> <p>4.4.1 Work within the guidelines for First Aiders issued through First Aid training.</p> <p>4.4.2 Be responsible for stocking of First Aid provisions in conjunction with their Manager.</p> <p>4.4.3 Keep Departmental First Aid lists up to date.</p> <p>4.4.4 First Aiders, in consultation with their supervisor, ensure compliance with the training needs and notify their director/manager/supervisor/lead about retraining before their certificate expires.</p> <p>4.4.5 Advise worker to report work related injury/illness as per Reporting Work Related Injury/Near Miss OP.</p>
4.5	<p><u>Workplace Safety and Health Committees:</u></p> <p>4.5.1 Consult with the facility/site/program/department on the development and implementation of this OP.</p> <p>4.5.2 Review and monitor the effectiveness of this OP.</p> <p>4.5.3 Where First Aid Kits are required, Inspect First Aid Kits as part of Workplace Safety & Health Committee Workplace Inspections and advise, if items are missing.</p>
4.6	<p><u>OESH:</u> Consult with the facility/site/program/department on all aspects of this OP.</p>

5.0	<u>TRAINING REQUIREMENTS</u>
5.1	<p>Training is required as follows:</p> <p>5.1.1 First Aiders must maintain a current valid First Aid Training Certificate.</p> <p>5.2.1 First Aiders and Appointed persons must be trained on the site-specific first aid plan.</p> <p>5.2.2 Secondary medical staff are responsible for remaining competent with the requirements of their profession.</p> <p>5.2.3 All training must be documented. Records must be kept as required by the Manitoba Workplace Safety and Health Act and Regulations.</p>

6.0	<u>REFERENCES</u>
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Document #: EMD04, EMDO01	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: Version 3.0 Revised: July, 2024 Owner: Occupational and Environmental Safety and Health (OESH)
Title: First Aid Requirement for Healthcare Facilities		Page 6 of 6

6.1	Legislation Manitoba Laws - W210 The Workplace Safety and Health Act Consolidated WSH Act and Regulation – Province of Manitoba https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf Approved First Aid Providers - Labour - Workplace, Safety & Health - Equivalent Publication, Code or Standards – First Aider https://www.manitoba.ca/labour/safety/epcs.html
6.2	WRHA Policy and Operational Procedures WRHA Policy 20.20.030 Workplace Safety and Health WRHA Policy 110.050.040 Code Blue Response Training WRHA OESH Operational Procedure – Report and Investigation of Incidents, Work Related Injuries, Illnesses and Near Misses (Injury/Near Miss Form Process) WRHA OESH Operational Procedure – Workplace Inspections

7.0	APPENDIX:
	Appendix A - First Aid Equipment Appendix B - First Aid Plan Appendix C – First Aid Kit Log
8.0	OPERATIONAL PROCEDURE CONTACT
	Regional Director, Occupational and Environmental Safety and Health, Winnipeg Regional Health Authority