



Workplace First Aiders

July 2021

Campus First Aid Resources

- The University of Ottawa has adopted a layered response, with workplace first aiders supporting Protection Service (ext. 5411). You can also contact Protection Services to call up the uOttawa Student Emergency Response Team (UOSERT) to respond to on-campus medical situations.
- We have over 25 [automated external defibrillators \(AED\)](#) on campus and in all major residences. This includes Protection Service's mobile AEDs.
- Approved first aid trainers regularly offer training that is valid for 3 years.
- Call Protection Service at ext. 5411 or 613-562-5411.
 - Protection Service can assist in coordinating the paramedic's response.

Fatality or Critical Injury

Contact **Protection Service** **immediately** at ext. **5411** in case of :

- Fatality, or
- Critical injury, i.e., an injury that:
 - places life in jeopardy
 - produces unconsciousness
 - involves burns to a major portion of the body
 - causes loss of sight in one eye
 - results in a substantial loss of blood
 - fractures a leg or arm (but not a finger or toe)
 - amputates a leg or arm (but not a finger or toe)



Primary Responsibilities

- Provide the appropriate first aid, within the scope of your training. Keep a [written record of the treatment and/or the advice given](#).
- Call Protection Service for assistance or to arrange for transportation to hospital by ambulance.
- Inform the injured person's supervisor or university representative; they complete the [accident/incident report](#)
- In case of fatality or critical injury, immediately call Protection Service and do not disturb the scene **except to:**
 - save life or relieve human suffering;
 - maintain a public utility or public transportation system; or
 - prevent unnecessary damage to equipment or other property.

Secondary Responsibilities

- Ensure that the first aid kit contains the items required.
- [Inspect the contents](#) of the first aid kit at least **once every 3 months and following each use** to ensure that it is complete and usable.
- Keep your first aid certification up-to-date. Certificates are valid for three (3) years with annual CPR certification recommended.
- Inform the [Office of Risk Management](#) if:
 - you can no longer act as a first aider
 - your first aid certificate has expired, is no longer valid, missing, or requires replacement
 - the first aid sign does not specify the location of the first aid kit; or
 - your name or location do not appear on the building signage.

Coverage Zones

- Coverage zones are based on risk levels and occupancy:
 - Higher risk zones have a greater number of first aiders and kits.
 - Lower risk zones are grouped with similar low-risk zones.
- All first aiders are supported by Protection Service and UOSERT.
- Get to know your zone and work with the other first aiders to ensure coverage when you expect to be absent or on vacation.



Training

- This first aid training is valid for 3 years.
- Workplace first aiders can also take [Mental Health First Aid](#) to strengthen the response and expertise available at uOttawa.



Workplace First Aid Kits

- Different types of first aid kits are available on campus:
 - Personal kits: for single workers or people working in isolation
 - Basic kits: in large sizes, for 51-100 people
 - Intermediate kits: in large sizes, for 51-100 people.
 - Response kits: for the pool, sports facilities, Protection Service, UOSERT, etc.
- Kits are located in common areas so they are readily available. They can be identified by the familiar green sign.



Contents of Workplace First Aid Kits

- Different types of kits contain different items in varying quantities. A [checklist for each type of first aid kit](#) is available online.
- Once material from a kit has been used, the kit must be replenished by purchasing refills. Use the faculty/service purchasing process or SciQuest. The kit is refilled at faculty/service expense.



Items that should NOT be in a first aid kit

The workplace first aid kit **should not contain:**

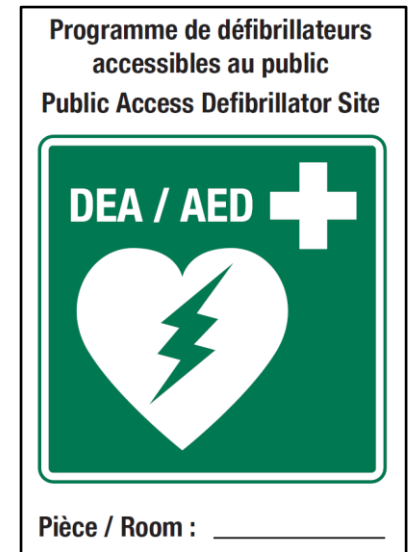
- Antibiotic ointments or creams
- Burn gel
- Medication, prescribed or otherwise (such as Tylenol or Aspirin)*
- EpiPens*



* First aiders who respond to an anaphylactic, allergic, or cardiac event may **assist** an individual in administering **their own** personal EpiPen and/or medication.




Automated External Defibrillators (AEDs)

- The University's [AEDs are strategically located throughout campus](#) at 24/7 reception counters or public sites. Green signs identify the location of the AED and the entrances of the buildings that are equipped with them.
- Protection Service officers also carry AEDs in their vehicles as part of mobile response.
- Protection Service inspects and maintains AEDs and sets (or regularly monitors) their alarms



Building Signage

- Green directional signs throughout campus buildings list the:
 - name(s) and telephone extension(s) of the workplace first aider(s)
 - location of the first aid kit
 - location of the AED (where equipped)

Secouristes attitrés de cet édifice		Designated First-Aiders for this Building
Morisset		
65 Université		
Nom - Name	Salle - Room	Poste - Ext.
D. Denis	164	2275
S. Pelletier	164	3064
	Salle - Room	Description
	163	Second Cup
En cas d'urgence et après les heures de travail	 5411	In case of emergency and after hours
<small>Date 102019</small>		

Protection from Liability

- [Good Samaritan Act](#)
 - A person...who voluntarily...provides first aid...is not liable for damages that result from the person's negligence in acting or failing to act while providing first aid (unless damages were caused by gross negligence).
- [Chase McEachern Act](#)
 - A person...who, in good faith, voluntarily and without reasonable expectation of compensation or reward uses a defibrillator on a person experiencing an emergency is not liable for damages that result from the person's negligence in acting or failing to act while using the defibrillator (unless damages were caused by gross negligence).

Personal Protection

- Always preserve your safety before assisting others. The recommended personal protection items include:
 - Disposable gloves
 - Gown
 - Protective eyewear
 - Medical procedure mask
- If exposed to blood or bodily fluids:
 - obtain first aid immediately and seek medical assistance
 - notify your supervisor and complete an [Accident / Incident Report](#).
- Spills:
 - Don appropriate protective equipment.
 - Refer to the [cleaning spills of blood/bodily fluid procedure](#).

Additional Resources

- [Office of Risk Management](#)
- [Protection Services](#)
- [Regulation 1101 \(First Aid\)](#)
- [CSA Z1210-17 – First aid training for the workplace](#)
- [CSA Z1220-17 - First aid kits for the workplace](#)

Workplace First Aid Program

- Please [confirm that you have reviewed the requirements of the workplace first aid program.](#)



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