



**R. Fryer Forest Products LTD.**  
**Monetville, Ontario**  
**Policies & Procedures**

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*Subject:* **First Aid**

**POLICY:**

To provide adequate materials for the initial care injured workers. We desire to meet and exceed the dictates of WSIB Regulation 1101 "First Aid Requirements"

**PROCEDURES:**

- Maintain two First Aid stations, containing the required supplies. One in the Sawmill Lunchroom, the other in the Office. Smaller First Aid Kits in each building and all highway vehicles. Additional treatment "bags" containing materials to treat excessive bleeding, etc. at several locations (at least one in each building, several in the Sawmill)
- Conducting quarterly inspections of the First Aid stations, kits, and eye wash stations.
- An inspection form will be used to record the quarterly inspections (sample follows)
- The Payroll Clerk maintains a record of all injuries. This information is available for the people in charge of the First Aid Inspections to which they will add "treatment given" and their comments for future reference.
- Posting copies of the valid First Aid certificates held by certified employees at the Main First Aid Station in the Sawmill Lunchroom.
- Having a list of the First Aid Attendants posted above or near each First Aid Kit (see attached) Should include expiry dates for those attendants.
- Conducting regular training of Standard First Aid Certificate holders on staff to keep their qualifications current.

**LIST OF EQUIPMENT:**

- 2 fully-equipped First Aid Stations, the main one at the Lunchroom, the other at the Office.
- 4 other First Aid Kits at various locations in other buildings (see map) plus in each highway vehicle.
- 11 First Aid bags containing towels, rubber gloves, pressure bandages, gauze, triangular bandages, disposable CPR mask, (see map).
- 1 Stretcher + blanket kept at the office.
- 2 Back Boards – one at the office, one at the Sawmill Lunchroom.
- Eye wash stations are located at the Lunchroom, Garage, Grading shed.

**Frequency of Inspections:**

- First Aid kits and Eye wash stations are inspected monthly with the workplace inspections.