

THE RURAL MUNICIPALITY OF PINEY

“First Aid and CPR Training Policy”

Subject: First Aid and CPR Training

Effective Date: July 15, 2015

Replaces Policy: New

Resolution No.: 569 Resolution Date: July 14, 2015

PURPOSE

The Rural Municipality of Piney is committed to providing a safe workplace through the inclusion of accessible first aid kits and first aid attendants.

POLICY STATEMENT

The Rural Municipality of Piney is committed to providing a safe and healthy environment for all its employees and the public. The municipality will ensure each municipal workplace, including municipal vehicles, is equipped with first aid kits and trained staff are available to administer first aid, if necessary.

POLICY

FIRST AID TRAINING

Municipal Employees:

1. All full time employees must complete an accredited first aid level 1 or better course while employed at the RM;
2. All employees shall maintain their accreditation in first aid level 1 for the duration of employment with the RM;
3. The RM shall allow a first aider time to provide prompt and adequate first aid to an ill or injured worker while at work;
4. An employee shall be entitled to adequate time off from regular work duties to complete or maintain the required first aider training, without loss of pay;

Municipal Casual Position:

1. The following casual employment positions shall be entitled to the same first aid benefit as Municipal Employees:

- a. Reeve and Council;
 - b. Municipal Emergency Coordinator;
 - c. Seasonal Public Works
2. Casual positions may maintain their accreditation in first aid level 1 for the duration of representation with the RM;
3. The RM shall allow a first aider time to provide prompt and adequate first aid to an ill or injured worker while at work;
4. A representative shall be entitled to equivalent pay for time taken from regular work duties to complete or maintain the benefit of first aider training;

Volunteer Firefighters:

1. All volunteer firefighters must complete an accredited first aid level 2 or better course while being a member of the volunteer fire departments with the RM;
2. All volunteer firefighters shall maintain their accreditation in first aid level 2 for the duration of employment with the RM;
3. An volunteer firefighters shall be entitled to hourly pay in accordance to the Fire Protection By-Law 103/2014;

RM Obligations:

1. The RM will make reasonable efforts to facilitate first aid training within the region, with the understanding that staff will make reasonable attempts to attend the training;
2. The RM will reimburse staff for out of pocket expenses for attending first aid training when attending outside of the municipal boundaries;
3. A list of the names specific to the location of those who have successfully completed first aid will be maintained at each fire hall and the RM office. The lists will be posted in a conspicuous location at each facility;
4. The RM shall provide transportation to the nearest medical facility, at the RM's expense, to any employee who is seriously ill or injured while working;
5. The RM shall maintain first aid kits and their contents at all locations specified herein.

FIRST AID KITS

Buildings:

All municipal buildings over 1,000 square feet shall have a minimum of one first aid kit that contains the following contents:

(a) general:

- (i) a recent edition of a first aid manual,
- (ii) a pair of impervious disposable gloves,
- (iii) a disposable resuscitation mask with a one-way valve,
- (iv) a disposable cold compress,
- (v) 12 safety pins,
- (vi) splinter forceps,
- (vii) one pair of 12 cm bandage scissors,
- (viii) 25 antiseptic swabs,
- (ix) waterless hand cleaner,
- (x) waterproof waste bag;

(b) dressings - each of the following items must be sterile and individually wrapped in order to maintain sterility:

- (i) 16 surgical gauze pads (7.5 cm squares),
- (ii) 4 pads (7.5 cm X 10 cm, non-adhesive),
- (iii) 32 adhesive dressings (2.5 cm wide),
- (iv) 2 large pressure dressings,

(c) bandages:

- (i) 3 triangular bandages (1 m each),
- (ii) 2 conforming bandages (10 cm each),
- (iii) 2 rolls of 2.5 cm adhesive tape,
- (iv) 1 roll of 7.5 cm elastic adhesive bandage,
- (v) 2 rolls of 7.5 cm tensor bandage.

Semiannually the contents of the first aid kits shall be reviewed and all expired or missing products replaced with new stock. It is the responsibility of the main supervisor of the building location to ensure that the semiannual checks are completed.

Vehicles:

The following vehicles shall be equipped with first aid kits containing the same products as those listed in the minimum specification under municipal buildings:

- a. All public works vehicles
- b. All designated fire rescue vehicles

It is the responsibility of the individual in charge of the vehicle to ensure that the first aid kit is maintained and all products used are replaced.

Additional Kits:

Additional first aid kits shall be available for sign out by casual public works employees working at off-site workplaces. It is the responsibility of the employee to keep care and control of the kit. Upon completion of the casual work, the employee shall return the kit and notify the immediate supervisor of any products used that need to be replaced.

Emergency Measures Kits:

The RM shall maintain a minimum of one general first aid kit for each of the following locations, to be used during states of local emergencies:

- a. Reception Centre
- b. Emergency Operations Centre

Annually or immediate following a state of local emergency, the first aid kits shall be checked to ensure that all products used or missing are replaced.