

**HS09 First Aid**

Classification:	Health, Safety and Security
Responsible Authority:	Manager, Occupational Health and Safety
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2001-03-21
Date Last Reviewed:	2026-05-19
Date to Complete Mandatory Review:	2031-05-19

**PURPOSE**

To maintain a system to provide first aid for College employees, in accordance with the Workplace Safety and Insurance Act, and which is available to the College Community.

**SCOPE**

This policy applies to all members of the College community.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
College Community	The College Community refers to Algonquin College students, employees, volunteers, and contractors.
First Aid	Emergency basic treatment for an injury or sudden onset of illness, including cardiopulmonary resuscitation (CPR) and automatic external defibrillation (AED)
Qualified Personnel	Any person trained in Standard First Aid
Supervisor	Any employee who supervises staff

**POLICY**

1. College employees may provide first aid to any member of the College community who needs emergency help or treatment. Ontario's Good Samaritan Act identifies legal protection to individuals who voluntarily provide emergency assistance in good faith and without reckless disregard.
2. If an injured person requires treatment beyond the scope of basic first aid and/or beyond the skills of the attending first aid provider, immediately contact Emergency Medical Services (EMS) at extension 5000 or by calling 911.

3. First aid providers should not reposition, transport, move or relocate injured persons, by any means, from the location where the injury occurred if there is a risk that such movement could result in further injury to the person. Only EMS personnel should transport injured persons who are unable to self-ambulate.

Note:

*First aid providers should, where feasible, respect cultural, gender, and religious preferences related to physical contact, modesty, and personal care, unless doing so would be increase harm, be unsafe, or endanger life.*

*The College strives to provide first aid and emergency response in a manner that is inclusive, equitable, culturally responsive, and accessible to all members of the College community, including persons with disabilities, diverse cultural backgrounds, and varying communication needs. This includes that First aid stations, kits, and AEDs should be available in locations that are physically accessible and clearly marked using accessible, multilingual, and pictogram-based signage.*

## PROCEDURE

	<b>Action</b>	<b>Responsibility</b>
1.	Assess the condition of the injured person and provide first aid services.	First aid provider
2.	Contact EMS by contacting ext. 5000 or 911 if the injury requires treatment beyond the scope of first aid or the skills of the first aid provider.	First aid provider
3.1	The Manager of Occupational Health & Safety will maintain a system of first aid stations throughout the College to help facilitate emergency response qualified personnel.	Manager, Occupational Health & Safety
3.2	The Manager of Occupational Health & Safety, will coordinate first aid training sessions for all employees.	Manager, Occupational Health & Safety
3.3	Supervisors will ensure selected employees are trained in first aid and will provide first aid kits in shops, labs, classrooms and work areas.	Manager/Supervisor
3.4	Managers, Supervisors, employees and First aid providers are responsible to document incidents requiring first aid using an Accident / Incident Report located at each first aid station.	Manager/Supervisor/ Employee/First aid provider

3.5	Joint Occupational Health & Safety Committee Members will inspect the condition of first aid kits during regular workplace inspections and document shortages in supplies.	Manager, Occupational Health & Safety
3.6	Staff in Health Services may provide medical services to members of the College community during regular business hours.	Health Services
4.	Report the incident and indicate the nature of the first aid provided using an Accident / Incident Report form located at each first aid station.	Manager/Supervisor/  Employee/First aid provider

### **SUPPORTING DOCUMENTATION**

Appendix 1: Accident / Incident Report Form

### **RELATED POLICIES**

[HS01: Occupational Health and Safety](#)

[HS05: Accident Reporting and Investigation](#)

[RE06: Use of Biohazardous and Radioactive Materials in Research and Education](#)

## APPENDIX 1: ACCIDENT / INCIDENT REPORT FORM

Accident/Incident Report forms are widely available in all departments, Health Services, in building first aid kits, at the Security Services office as well as on the College website, as a pdf document or direct entry online accident report.

College Website PDF version: <https://www.algonquincollege.com/safety-securityservices/files/2020/11/accident-report-NOV-20.pdf>

Online Quick Report: <https://www.algonquincollege.com/safety-security-services/home/accidentincident-report-on-line-form/>