

REQUIREMENTS OF FIRST AID KITS

In Ontario, the Workplace Safety and Insurance Act, Regulation 1101 – First Aid Requirements, states what each company is obligated to provide in first aid equipment, facilities and trained personnel. Requirements vary with the size of the workforce, and this document is only a general indication of the regulations. Reference should be made to Regulation 1101 to determine actual requirements. Some of the First Aid issues you need to address include the size of your cast, crew and audience.

First Aid Station

- A first aid station shall contain,
 - a first aid box containing the items required by Regulation 1101
 - a notice board displaying,
 - the valid first aid certificates of trained first aiders on duty
 - an inspection card listing dates of first aid box inspections and the signature of the person making the inspection
 - professional theatres should post the WSIB poster Form 82 (“In Case of Injury at Work”)
- A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required.
- First aid stations shall be easily accessible for the prompt treatment of any worker at all times when work is in progress.
- A first aid box shall contain as a minimum the first aid items required by Regulation 1101 and all items in the box shall be maintained in good condition at all times.
- The box shall be large enough so that each item is in plain view and easily accessible.
- The company is responsible for the expenses of furnishing and maintaining first aid appliances and services.
- A record will be kept of all injuries/accidents requiring first aid treatment, including date and time of its occurrence, names of witnesses, nature and exact location of the injuries on the person, the type of first aid treatment given. See Theatre Ontario’s First Aid Treatment form.
- Companies will inspect first aid boxes and their contents no less than four times a year, and fill in the inspection card.

Guidelines for Contents of First Aid Boxes

First aid boxes, to be available at all places of employment, provide workers who have first aid training with the equipment they need to offer first aid service quickly and safely. The quantities of any item specified may be increased to suit the needs of a particular workplace. Personal protective equipment (for example, non-rebreathing masks and non-latex gloves) as prescribed by the first aid training should also be included in the first aid kits. Equipment outside of the scope of first aiders, equipment that may deteriorate or that is potentially dangerous (for example, medication and ointments) should not be included in a first aid box.

First Aid Requirements for Five Workers or Less (such as theatre office, box office)

Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum:

- a current edition of a standard St. John Ambulance First Aid Manual;
- 1 card of safety pins; and
- dressings consisting of,
 - 12 adhesive dressings individually wrapped,
 - 4 sterile gauze pads, 3 inches square,
 - 2 rolls of gauze bandage, 2 inches wide,
 - 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
 - 1 triangular bandage.
- The employer shall ensure that the first aid station is at all times in the charge of a worker who, is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and works in the immediate vicinity of the station.

First Aid Requirements for Five to 15 Workers

Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum:

- a current edition of a standard St. John Ambulance First Aid Manual;
- 1 card of safety pins; and
- dressings consisting of,
 - 24 adhesive dressings individually wrapped,
 - 12 sterile gauze pads, 3 inches square,
 - 4 rolls of 2-inch gauze bandage,
 - 4 rolls of 4-inch gauze bandage,
 - 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - 6 triangular bandages,
 - 2 rolls of splint padding, and
 - 1 roll-up splint.
- The employer shall ensure that the first aid station is at all times in the charge of a worker who, is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and works in the immediate vicinity of the box.