

KABI LAKE FOREST PRODUCTS
Safety Policies & Procedures

Emergency / First Aid Procedures	Updated: 27 July 2016
	Replaces: 04 September 2013

PURPOSE

To provide a safe operating procedure for all operations to ensure that each employee receives medical attention as soon as possible and the safe transport to a medical facility.

RESPONSIBILITIES

All supervisors and employees are required to follow the safety policies, recommendations and procedures set forth in this document.

PROCEDURE

Definition of Critical Injury

A critical injury is defined as any serious injury that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves a fracture or amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body
- Causes loss of sight in an eye

What to do when there is an injury

If first on the scene:

- Provide first aid if qualified to do so
- Check for vital signs – Do ABC’s (Check Airway, Breathing, Circulation)
- On critical injuries **Do not** disturb the accident scene...MOL and OPP will want to do an investigation
- Notify the Supervisor immediately
- Make arrangements to take victim to the nearest evacuation site for transport to medical facility if able. Medical personnel will advise as to what treatment is required.

Prior to start up in a new harvest location or worksite, the supervisor will instruct the employees where the closest medical evacuation point is for the worksite. Pre-determined UTM co-ordinates will be identified and reviewed with the employees to ensure that they are familiar with these evacuation points. These “Muster Points” or Excavation points may be identified as the nearest gravel pit, junction of road, etc., any location where a land ambulance or air ambulance would be able to retrieve the injured party. This

KABI LAKE FOREST PRODUCTS
Safety Policies & Procedures

Emergency / First Aid Procedures	Updated: 27 July 2016
	Replaces: 04 September 2013

information will be reviewed verbally with the employees when they enter a new workplace. A best practice is to put these locations on a map and have them stored in each vehicle for reference or posted in a general area for quick access.

Emergency Phone Numbers

O.P.P.	911
Fire Department	911
Emergency Department	911
MNR – Forest Fire	1 (888) 284-3473
MOL	1 (800) 465 5016
MOE	1 (800) 268-6060
Wyatt Pawluk (Owner)	(807) 889-0022
Karen Harris (Office Manager)	(807) 822-2532
Colin Harris (Head Mechanic)	(807) 822-2532
Shirley Hatley (H&S)	(807)228-3462
Fire Modifications	1 (800) 339-9938

When calling for help, specify the following:

What happened?

What help is required?

Where you are and location? Topographic information such as name of closest lake, road, etc is beneficial

Who is calling?

OSHA Recordkeeping

KABI LAKE FOREST PRODUCTS

Safety Policies & Procedures

Emergency / First Aid Procedures

Updated: 27 July 2016

Replaces: 04 September 2013

First Aid vs. Medical Treatment

A work-related injury or illness is always recordable if it requires medical treatment, but it is generally not recordable if it requires only first aid.

First Aid

The following are considered First Aid rather than Medical Treatment:

- Visiting a physician or licensed healthcare professional solely for observation or counseling.
- Using of nonprescription medication at nonprescription strength
- Conducting diagnostic procedures, such as x-rays and blood tests, including administering of prescription medication used solely for diagnostic purposes (i.e. eye drops to dilate pupils).
- Administering tetanus immunizations.
- Leaning, flushing or soaking wounds on the surface of the skin.
- Using wound coverings such as bandages, Band-Aids, gauze pads, etc., or butterfly bandages or Steri-Strips.
- Using hot or cold therapy.
- Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- Using eye patches.
- Removing foreign bodies from the eye using only irrigation or a cotton swab.
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means.
- Using finger guards.
- Using massages.
- Drinking fluids to relieve heat stress.
- Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).

Medical Treatment

All treatment not listed on the First Aid list is Medical Treatment. Medical treatment means the management and care of the patient to combat disease or disorder. A few examples include the following:

- Using medications available in both prescription and nonprescription form, with a recommendation from a physician or other licensed healthcare professional to use a nonprescription medication at prescription strength.

KABI LAKE FOREST PRODUCTS

Safety Policies & Procedures

Emergency / First Aid Procedures	Updated: 27 July 2016
	Replaces: 04 September 2013

- Administering immunizations such as Hepatitis B Vaccine or rabies vaccine.
- Using sutures, staples, glue, etc. for wound closure.
- Using devices with rigid stays or other systems designed to immobilize parts of the body.
- Having physical therapy or chiropractic treatment(s).

WSIB Reporting Obligations

Reportable Situations:

Employer must report if the worker:

- Obtains health care (see definition below)
- Is absent from regular work
- Is performing modified work at less than regular pay
- Earns less than regular pay at regular work
- Is performing modified work at regular pay for than seven calendar days from the time of injury

Non-Reportable Situations:

Employers are not required to report if the worker:

- Receives first aid only
- Receives first aid and is placed on modified work at regular pay for up to seven calendar days from the date of injury
- Does not require first aid, but is placed on modified work at regular pay for up to seven calendar days from the date of injury.
- **If in doubt, report the incident and let WSIB make the decision whether or not it becomes a claim**

Definition of Health Care

To distinguish between health care and first aid, the employer should consider the type of care provided rather than the professional qualifications of the provider giving the care. (A bandage applied to a worker's minor laceration is a first aid, regardless if the bandage was applied by the foreman or a doctor).

Health care includes:

- Services requiring the professional skills of a health care practitioner such as a doctor, nurse, chiropractor, physiotherapist (sutures, casts, physio)

KABI LAKE FOREST PRODUCTS
Safety Policies & Procedures

Emergency / First Aid Procedures	Updated: 27 July 2016
	Replaces: 04 September 2013

- Services provide at hospitals and health facilities (example: x-rays)
- Prescription drugs

Note: If an employee visits the doctor and only receives first aid, even though he receives that care in a health facility, it is not recordable. If the first aider could have provided the same care, it is considered first aid and not health care.

Definition of First Aid:

First Aid is the one time treatment or care given to a worker and any follow up visits for observation purposes only. Any first aider or health professional can give first aid. It is the nature of the care rather than the professional qualifications of the caregiver that distinguishes first aid from health care.

Examples of first aid include:

- Cleaning minor cuts, scrapes and/or scratches
- Treating a minor burn
- Applying bandages or dressings
- Applying cold compresses, cold packs or ice bags
- Applying a splint
- Changing a bandage or dressing after a follow up visit