

791.0.1	FIRST AID KITS	791.0.1
Application: Community Based Services		References: BC Workers Compensation Act, Part 33, Occupational First Aid

POLICY:

The NSDRC provides a First Aid Kit to employees supporting the people we support in the community.

First Aid Kits remain the property of the NSDRC and must be returned to the Team Leader or their designate upon termination of employment by either party within seven (7) days.

If an employee fails to return a First Aid Kit, the employee is charged a \$20.00 replacement fee. Replacement fee may be applied to the employee’s final pay.

For the purposes of this policy, personal vehicles used to transport the people we support are recognized as work sites.

REASONS FOR POLICY:

The NSDRC adheres to applicable legislation to ensure employees supporting the people we support in the community have access to first aid supplies to deal with incidents requiring medical aid.

DEFINITIONS: Refer to Glossary of Definitions located in Volume 1 Association Structure and Supports for further information.

PROCEDURES:

1. During the orientation process new employees are issued a First Aid Kit by the Community Based Services Administrative Assistant or their designate.
2. Employees are responsible for managing their First Aid Kits and notify their Team Leader if missing or expired first aid supplies are required. Refer to **Form 791.0E First Aid Checklist - CBS** for further information.
3. The Team Leader submits the completed checklist to the Director of Community Based Services or their designate for approval and ordering purposes.
4. The Director of Community Based Services or their designate submits the order to St. John Ambulance via the Office Administrator.
5. Completed checklists are filed at the Administration Office for recording purposes by the Community Based Services Administrative Assistant.
6. Forms can be located electronically at **N: Forms/Approved Forms/ Volume 3 Emergencies/Incidents** or in the Master Forms Binder located in the photo copy room.