

Occupational Health and Safety Program Manual
Chapter 6
Emergency Prevention, Preparedness and Response



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Saint Mary's University has identified a wide variety of potential emergency situations, ranging from work related injuries to fires, building system failures, incidents of violence, and adverse weather conditions. Wherever possible, Saint Mary's has taken action to reduce the opportunity for emergency situations to occur, including design of facilities, modifications to procedures, employee training and the presence of deterrents such as security personnel and monitoring systems, etc.

Chapter 3 of this Manual describes the processes for undertaking formal and informal hazard assessments which are designed to identify potential hazardous situations and evaluate the risk potential of each. Chapter

(e.g. in case of a potentially armed person on campus)

required for their department or faculty.

E B B

The Student Health Services Clinic has been designated as the University's First Aid Room. Any employees who have been injured at work, and do not require emergency transportation, may visit the clinic for assistance. The National Advisory Committee on Immunization (NACI) recommends immunization against Tetanus for all persons. Any Saint Mary's employee can receive a Tetanus vaccination at the Student Health Services clinic.

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The OHS Act deems a vehicle, whether a personal vehicle or rented vehicle, to be a workplace when the vehicle is used for work purposes. All vehicles, used for work purposes, must carry a # 2 First Aid Kit. Employees who regularly travel alone are expected to have first aid training.

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Two Automatic External Defibrillators (AEDs) are available0/F2 11.7923tP()9(in)ca5(p)3(l)1(st)91E011E>300030110>

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when a person has been seriously injured or is seriously ill and requires follow-up to the first aid which has been administered, ensure that arrangements are made for transportation to a medical facility where they can receive immediate and appropriate medical aid;

carry out the duties defined by the Occupational Health and Safety First Aid Regulations, Section 11: Duties of First Aid Attendants;

create records of first aid which they have administered as required by the Occupational Health and Safety First Aid Regulations, Section 8 (see Appendix A at the end of this Chapter of the OHS Program);

ensure that first aid supplies are accessible and maintained as required by the Occupational Health and Safety First Aid Regulations, Sections 9, 10, 15 and 16 (See Appendices B and C at the end of this Chapter of the OHS Program for checklists of required contents); and

maintain their certification as a First Aid Attendant.

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When a First Aid Attendant has been called to administer first aid to a person who has been injured or has become ill, all other employees of the University are to provide whatever assistance is requested by the First Aid Attendant, including calling Security (5000), maintaining a secure area around the casualty, arranging for transportation to a medical facility, or calling 911. Note that there is no requirement for other employees to administer first aid or to assist in the administration of first aid.

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When a person has been seriously injured or is seriously ill and requires follow-up to the first aid which has been administered, the University will ensure that arrangements are made for the injured person to be transported to a medical facility where they can receive immediate medical aid.

Note that employee vehicles should not be used for this purpose. In some situations, such as for

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C E B B B E B

This record is required by Section 8 of the First Aid Regulations and must be maintained for 5 years after the date of injury.
