

Location First Aid Information Sheet

(To be communicated to every CLS employee, including all Relief employees, who work at the location.)

Location name _____

Completed By _____

Date Completed _____

1. When to obtain First Aid. (Injury includes any occupational disease or illness.)

- When you have a minor injury that would otherwise not receive medical treatment or does not need medical treatment.
- In cases where you have an injury that will need medical treatment, treatment for the purpose of preserving life and minimizing the consequences of injury until medical treatment is obtained.

2. Who should administer First Aid.

- You may self-administer first aid if appropriate (e.g.: apply ice, put on a Band-Aid)
- You may administer first aid to a co-worker, within the scope of your training, if you have a current CLS approved First Aid Certificate and if their injury does not need medical attention or would not otherwise receive medical treatment.
- The First Aid Attendance (Level 1 First Aid Attendant with Level 1 First Aid Certificate) should administer first aid as necessary within the scope of their training.

3. Where to obtain First Aid.

- The First Aid kit is always kept _____

- The First Aid Room (if any) is located _____

- The name(s) of the First Aid Attendant(s) Level 1 (if any) is/are _____

- The First Aid Attendant(s) Level 1 (if any) can be summoned or reached by

CLS Health and Safety Program

4. If you need to get to a hospital:

- Name of the hospital closest to the location

- The best route to the hospital is:

5. How to summon assistance if you are injured while working alone.

- If your injury is minor, and you do not need assistance, as much as you are able, self-administer first aid, then fill out the First Aid report and First Aid record log, then verbally report same to Coordinator after your shift.
- If you are working alone and suffer an injury **requiring immediate medical treatment,**

**Dial 911 immediately
and/or CLS Emergency
number 604.320.0006**