

First Aid and CPR

Purpose *To meet Occupational Health and Safety (OHS) and provide employees the skills necessary to respond to medical emergencies.*

Policy Statement *First Aid/CPR will be administered as necessary by all ASC employees who are qualified according to nationally recognized standards.*

ASC employees, as required by Alberta OHS, will be certified in a nationally recognized:

- a) Standard First Aid course including a CPR (Level C) component and an AED component, or*
- b) Emergency First Aid course including a CPR (Level A) component and an AED component.*

It may be a pre-requisite job requirement prior to employment that a potential employee obtain the required level of First Aid/CPR. If not a pre-requisite for employment, employees may be provided three months to obtain the required certification.

ASC employees will be expected to keep the above certification up to date and to provide verification.

Employees may not be scheduled for shifts if they fail to meet certification requirements.

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GENERAL

Meeting certification requirements is the responsibility of the employee.

Employees are responsible to:

- register in a nationally recognized certification course that meets the requirement of their position with ASC
- maintain current certification as per the requirements of their position
- cover the cost of course registration
- provide verification of certification that will be placed on their personnel file

ASC will pay the employee's time for the nationally recognized certification as required for their position.

SPECIFIC WORK ENVIRONMENTS

To meet the diverse requirements of ASC work environments, procedures are specific to each area:

Adult Services

In consideration of the health and well-being of the person served, all employees in Adult Services will be minimally trained to Emergency First Aid/CPR Level A and AED, within the first three months of employment.

Area Team Managers will be trained to Standard First Aid/CPR Level C and AED, within the first three months of employment.

When there are over 10 employees in a work site there must be at least one employee present who is trained in Standard First Aid.

Family Support Services

In consideration of the health and well-being, as well as the size and age of the children served, employees in Children's Services will be trained to Standard First Aid/CPR Level C and AED within the first three months of employment.

Bottle Depot

The employees who hold the cashier responsibilities will be trained in Standard First Aid, Level C CPR and AED.

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Services Support Building, Centre Building and Strathmore Office

There will be a minimum of one employee trained in Standard First Aid, Level C CPR and AED. In the event there are more than 49 employees on site at one time a second employee trained in Standard First Aid Level C CPR and AED must be present.

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