



The University of Western Ontario

WSIB First Aid Program for Employees Duties and Responsibilities

DUTIES OF THE FIRST AID REPRESENTATIVE (FOR EACH DEPARTMENT/UNIT)

1. Attend a First Aid session to obtain **certification** (valid for 3 years).
2. Choose an appropriate **location** for the kit that is accessible to ALL EMPLOYEES at all times.
3. Place/hang the kit in a **conspicuous place** at the chosen location.
4. Post a copy of your valid **First Aid certificate** on/beside the kit.
5. Post the official WSIB poster (**Form 82**) close to the kit.
6. **Inspect** the contents of the kit **monthly** and record the inspection on the attached card. **Restock** as required. To replenish stock, email scimjm@uwo.ca with your requirements. Supplies will be sent by campus mail.
7. Ensure that your training remains current.
8. **Communicate** with the members of the department/unit that you represent, so that they are aware of:
 - a. Your position as their representative and your location.
 - b. The requirement to contact the injured employee's supervisor following an accident.
 - c. The requirement to completely fill out an **Accident/Incident Report** form every time an accident occurs and an item is used from the kit. These reports are available on the UWO Health and Safety website.

DUTIES OF THE CHAIR/BUDGET UNIT HEAD

1. Choose an employee to be the **First Aid Representative** for the department/unit.
2. Ensure that the employee obtains **certification** and keeps their certification current.
3. **Communicate** with the members of the department/unit the name and location of their First Aid Representative and the location of their kit. This should be done at least annually and whenever there is a change.
4. Ensure that **new members** of the department are aware of the First Aid program.

DUTIES OF OCCUPATIONAL HEALTH AND SAFETY

1. Contact each department/unit for the name of their representative(s).
2. Schedule training sessions for the certification of the representatives.
3. Maintain records for the employer of the names of the representatives, contact information, training certification dates, kit locations, etc.
4. Purchase and stock all supplies, kits, posters, etc. for the First Aid kits.
5. Cover the cost of training for the representative(s).