 <p>“Health and Safety Standard”</p>	<p>Document #: HS-FA1</p> <p>Revision #: 2</p> <p>Revision Date: May 1, 2019</p> <p>Approved By:</p>
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PURPOSE:

It is policy to ensure that when a workplace accident, injury or illness occurs at Horizon Plastics International that prompt and proper treatment is immediately available.

All injuries, however minor, must be reported immediately to your Manager / Supervisor or their representative in order that they can provide first aid and/or arrange for medical treatment if necessary. Where medical aid is required, Horizon Plastics International will provide transportation to the hospital or doctor’s office.

SCOPE:

This standard applies to all employees of Horizon Plastics International who require first aid or hospital/medical treatment.

DEFINITION:

First Aid: includes, but is not limited to: cleaning minor cuts, scrapes or scratches, treating a minor burn, applying bandages and/or dressings, cold compress, cold packs, ice bags, splint, changing a bandage or a dressing after a follow-up observation visit and any follow up for observation purposes.

Medical Aid: professional medical treatment for illness or injury. Medical aid incidents refer to the injuries which are not severe enough to warrant further time off, but where medical treatment by a doctor is necessary. In particular, medical aid incidents require professional services by health care practitioner (Including services provided by hospitals, health care facilities, walk-in-clinics, etc.) but does not results in lost time beyond the day of the incident.

Note: Medical Aid should be for medical emergency situations only, otherwise First Aid is used.

POLICIES AND PROCEDURES:

Horizon Plastics International recognizes that, from time to time, it is necessary to provide first aid and/or send an injured or ill employee for medical aid **based upon a trained First Aid Attendant’s opinion that medical aid is required.**

A First Aid Policy has been developed to clarify responsibilities when administering first aid or sending an employee for medical treatment. To achieve this end the following will be maintained:

- A qualified First Aid attendant on every shift.
- Display the certificate of the qualified First Aiders.
- Display or have available the WSIB First Aid Regulation 1101.
- First Aid room and stations are to be maintained as per the W.S.I.B. First Aid Regulation 1101.
- Display or have available, the W.S.I.B. Form 82, “In Case of Injury at Work”.


ROLES AND RESPONSIBILITIES:

Employer:

It is policy to ensure that when an accident, injury or illness occurs at Horizon Plastics International that prompt and proper treatment is paramount.

Manager / Supervisor:

When an employee has been injured or becomes ill, it is the Manager / Supervisor’s responsibility to ensure that the employee receives prompt first aid or if needed medical attention.

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- Provide first aid treatment immediately. First Aiders on shift will assist the Manager / Supervisors in providing emergency care.
- Make a record in the log book of the first aid given.
- Provide transportation either by ambulance or by taxi to the hospital if the injured/ill employee needs medical aid. Horizon Plastics utilizes A-1 TAXI, at 905-372-4449.

First Aider:

- Administer First Aid, if required.
- Based on knowledge and training make recommendations on whether further medical aid is needed
- Additional duties may be added based on each individual circumstance.

Employee:

- Report any injury (regardless of how minor) or the possible onset of a work related illness or condition to their Manager / Supervisor immediately.
- Receive First Aid treatment immediately.
- If injured, give written consent to release of “Functional Abilities” information to Horizon Plastics International by signing the 0007A (Employers Report of Injury/Disease) form.
- Contact their Manager / Supervisor or Human Resources immediately following treatment.
- Participate in Horizon Plastics’ Early & Safe Return to Work Program (see ESRTW Procedure), if required.

Human Resources:


- Assist the Manager / Supervisors and First Aiders in ensuring that the employee receives appropriate medical treatment.
- Contact a member of the family if necessary.
- Ensure that Form 007A – The Employer’s Report of Injury/Disease is submitted to WSIB within 72 hours of the awareness of injury/illness. If the worker is unable/unwilling to sign the Form 0007 consent, then the form is sent to W.S.I.B. without a signature.
- Assist with the implementation of the Horizon Plastics Early & Safe Return to Work Program (see ESRTW Procedure).

Health Professionals:

- Provide up to date medical information.
- Complete documentation.

TRAINING AND IMPLEMENTATION:

- Manager / Supervisor is responsible to ensure that any employees under their supervision know and understand this policy within the first month of hire.

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- Anyone hired into or promoted to a management position must receive orientation within 2 weeks of hire or promotion.

REFERENCE MATERIALS:

Workplace Safety & Insurance Board Form 82.

REVIEW AND UPDATE:

This procedure shall be reviewed annually