

FIRST AID POLICY

I. PURPOSE

To ensure that any person on a Starlite Communications Inc. (SCI) location or work site who is in need of Emergency Medical First Aid Treatment will receive such treatment promptly and efficiently from a Certified and qualified person.

II. SCOPE

The provisions set forth in this policy apply to all Starlite Communications Inc (SCI) employees, SCI locations and work sites, and SCI fleet vehicles.

III. GENERAL

SCI will supply and maintain First Aid Stations and has workers who are qualified and trained in First Aid procedures in the workplace at all times.

IV. EMERGENCY PROCEDURES/RESPONSIBILITIES

A. Employees

1. The first person on the scene, trained in First Aid/CPR, will take the appropriate actions based on their level of training.
2. The first person on the scene, will designate another person present, to contact local emergency services. If no one else is present, the first person on the scene will contact local emergency services.
3. SCI employees not providing First Aid/CPR will assist the SCI employee providing First Aid/CPR as directed by that employee.
4. All efforts will be made to minimize and stabilize personal injuries, or illnesses, preventing them from becoming worse while preparing the person for transportation to the nearest health care facility.
5. At the earliest opportunity, advise your supervisor of the occurrence and submit a report.

B. Supervisors

1. Ensure that all Technical Division and Tower Division personnel are trained in First Aid/CPR.
2. Ensure all First Aid/CPR certifications are current.
3. Ensure First Aid kits are maintained and advise management when stock is required.
4. Document all work related injuries and illnesses and submit a report to management.

C. Management

1. Is responsible for ensuring that all Technical Division and Tower Division personnel are trained in First Aid/CPR.
2. Is responsible for ensuring there is a First Aid/CPR Certified person available to administer First Aid/CPR if required.
3. Retain a copy of First Aid/CPR certifications within each employee's personnel file.
4. Ensure that all First Aid kits are fully stocked at all times.
5. First Aid kits will be readily available at all SCI locations and fleet vehicles.
6. Forward all appropriate documentation to the Worker's Compensation Board of Manitoba.

V. ANNUAL REVIEW

Annual review of this policy and procedures will be conducted by SCI Management.