



First Aid Standard Operating Procedures (SOP)

December 10, 2024
GEORGE BROWN POLYTECHNIC
Health, Safety, and Wellness
Public Safety & Emergency Management
Version 1

First Aid SOP

Category:	Public Safety and Emergency Management
Document Number:	0001
Responsible Authority:	Manager, Business Continuity & Emergency Management, Public Safety & Emergency Management
Approval Authority:	Vice President of People and Culture
Related Policies, Programs, SOPs:	N/A
Related Procedures:	Occupational Health and Safety Policy
Storage Location:	GBCommunity / Public Safety & Emergency Management
Date of Original Policy Approval:	2024-12-10
Last Reviewed:	2025-10-03

Table of Contents

1.0 Purpose	2
2.0 Objective.....	2
3.0 Scope.....	2
4.0 Definitions.....	2
4.5 Acronyms.....	2
5.0 Roles and Responsibilities.....	3
6.0 Procedure.....	4
7.0 Associated Resources	7
8.0 Governing Laws and Regulations.....	7
9.0 Training.....	7
10.0 Communication	7
11.0 Evaluation.....	7
12.0 Appendices.....	7
13.0 Revision History	8
14.0 Review & Approvals	8

1.0 Purpose

This standard operating procedure (SOP) outlines the responsibilities and processes around George Brown Polytechnic's first-aid practices.

2.0 Objective

George Brown Polytechnic (GBP) is committed to the health, safety, and wellness of our employees, students, and members of the public who access our campuses and learning spaces. We strive to protect the Polytechnic community from physical injuries, psychological injuries, and occupational illnesses by ensuring a healthy and safe work environment that follows legislated requirements and industry best practices.

3.0 Scope

First aid services will be readily available to all members of the GBP community and represented in a respectful and approachable manner. This SOP applies to all Polytechnic designated Qualified First Aid Personnel.

(Workplaces must have at least one employee on-site at all times who has a valid first aid certificate from a WSIB-approved training organization). See [WSIB regulation 1101 for qualification levels](#).

4.0 Definitions

AED: An automated External Defibrillator (AED) is a portable electronic device that diagnoses a person's life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia and instructs the operator to administer defibrillation shocks before EMS attends to provide emergency services.

Polytechnic Designated First Aid Personnel: All GBP locations, including satellite locations, will have an updated list of qualified designated first aid personnel. Public Safety & Emergency Management (Security) will keep a master list of current holders of emergency, standard, and advanced first aid for all designated first aid personnel at each campus first aid office.

First Aid is the assistance given to an injured or suddenly ill person using readily available materials before receiving advanced medical aid.

4.5 Acronyms

- ECE – Early Childhood Education
- EMR – Emergency Medical Responder
- EMS – Emergency Medical Services
- FX – Fashion Exchange
- GBP – George Brown Polytechnic
- MOI – Mechanism of Injury (the immediate cause of an injury)
- PSEM – Public Safety & Emergency Management
- SAIR – Supervisor Accident Investigation Report
- SHE – Sally Horsfall Eaton (99 Gerard Street)

- TFS – Toronto Fire Services
- TMU – Toronto Metropolitan University

5.0 Roles and Responsibilities

Public Safety & Emergency Management (Security) will collaborate to develop, maintain, and update the First Aid standard operating procedure to ensure regulatory compliance.

Public Safety and Security:

- Arrange first aid training for PSEM personnel and Contractor Security Guards.
- Ensure contracted EMRs have advanced training, mental health first aid, and de-escalation training from CAMH.
- Contracted Security Guards receive Standard First Aid and Level C CPR from a WSIB-approved provider.
- Casual Guards receive Emergency First Aid and CPR from a WSIB-approved provider.
- PSEM will maintain designated first-aid training records, which are available for review at the first aid centres and satellite locations.
- Arrange immediate transportation to the nearest hospital or medical clinic.
- Ensure first aid equipment and campus AEDs are in good working condition.

Polytechnic Designated First Aid Personnel:

- Inspects identified first aid kits monthly and replenish kit contents as required.
- Maintains a small surplus of additional First Aid items at satellite locations to replenish kits and contact Public Safety & Emergency Management (Security) to provide refill stock when needed.
- Provide First Aid certification records to Public Safety & Emergency Management (Security).
- Polytechnic-designated first aid personnel are at satellite sites, childcare centres, and off-site athletic events. Employees who have obtained first aid certification can submit their certificates to PSEM for inclusion.

Health, Safety and Wellness:

- Liaise with the Ministry of Labour for Critical Injuries.
- Lead for Injury investigations.
- Reporting employee injury statistics to JHSC
- Post the WSIB's "In Case of Injury" poster (Form 82) where all workers can see it.

Joint Health and Safety Committee:

- Audit the first aid kit and AED inspection documents while completing monthly workplace inspections.
- Review any changes to this SOP and make recommendations for improvements.

Polytechnic Supervisory staff:

- Notify Public Safety & Emergency Management (Security) of first aid incidents on campus or satellite locations to attend to any injured employee by certified first aid personnel.
- Secure the scene of any workplace critical injury accident if they are the first on the scene.
- Initiate and complete the supervisor accident investigation (SAIR) process for workplace injuries for employees/students/on-campus visitors. Please see the instructions: [Employee Health Safety and Wellness](#)

Polytechnic Employees:

- Report all workplace injuries to their supervisor.
- Seek the assistance of first aid personnel when using any first aid supplies for a workplace injury.
- Notify Public Safety & Emergency Management (Security) of first aid incidents on campus or satellite locations.

Contractors:

- Report all workplace injuries to their project manager.
- Seek the assistance of a GBP-designated certified first aider. Call Public Safety & Emergency Management (Security) for all first aid incidents on campus for workplace injury and critical injury responses.

Students:

- If an injury occurs in a classroom or lab, report it to your faculty or support staff.
- Seek the assistance of a GBP-designated certified first aider. Call Public Safety & Emergency Management (Security) for all first aid incidents on campus

6.0 Procedure

1.0 First Aid

- If First Aid services are required, you must notify security:
 - Call (416)415-4000, dial 0 on any GBP Cisco phone, or text 416-723-4761.
 - GBP Safety App
 - See [About George Brown Public Safety](#) for additional details.
- Public Safety and Security will dispatch first aid personnel from their team to provide emergency care and treatment. They are available 24/7.
- All first aid treatments on campus or at satellite locations shall be documented and reported to Public Safety & Emergency Management (Security). (First Aid Treatment Logs)

1.1 First Aid Response

- If a person's **vital signs are absent or there are multiple casualties**, call 911 immediately and then call PSEM Security. They will respond to the scene and ensure outside emergency responders are guided to the location.

- When the first-aid personnel arrive at the scene, they will:
 1. Identify yourself as a first aider and offer to help (for hearing and visually impaired persons), get consent,
 2. Assess the scene to ensure it is safe to administer first aid and don PPE.
 3. Try to determine the mechanism of injury (MOI)
 4. Assess responsiveness.
 5. Check ABCs (airway, breathing, circulation)
 6. Provide first aid for injury or illness and life-threatening injuries or conditions.
 7. Use the AED if necessary.
 8. Notify security dispatch to call 911 if required.
 9. The Security dispatcher will assign someone to meet the EMS or TFS paramedics and guide them to the scene.
- If an injured person needs to go to the hospital but an ambulance is not required, security will arrange for the injured person to be sent via taxi. Employees must not drive injured individuals to a hospital, clinic, doctor's office, or home.
- If the injured/ill person refuses assistance, they must sign a waiver. See Appendix C, Refusal of Medical Treatment / Service Form
- During a first aid emergency, if the affected person exhibits signs or symptoms of psychological distress, they will be supported by first aid personnel, an Emergency Medical Responder (EMR), or a Public Safety and Security Coordinator to help de-escalate.

2.0 Critical Injury

- In case of a critical injury or fatality, a public safety and emergency management (Security) personnel or designated satellite location first aider or supervisor will secure the scene. The accident scene must be left untouched, and operations in the area must stop until the Ministry of Labour Inspector clears unless it impedes the rescue or treatment of the injured person. Objects may be moved to provide life-saving measures; do not dispose of or destroy these objects.
- The area must be documented (photos). Do not destroy, alter, or carry away any wreckage, articles, or objects where a critical injury or death occurs.
- *For the Act and the Regulations, "Critically injured" means an injury of a serious nature that,*
 - a) places life in jeopardy,
 - b) produces unconsciousness,
 - c) results in substantial loss of blood,
 - d) involves the fracture of a leg or arm but not a finger or toe,
 - e) involves the amputation of a leg, arm, hand, or foot but not a finger or toe,
 - f) consists of burns to a major portion of the body or
 - g) causes the loss of sight in an eye. R.R.O. 1990, Reg. 834, s. 1.

R.R.O. 1990, Reg. 834: CRITICAL INJURY - DEFINED ... Last amendment: 420/21
- Public Safety and Emergency Management (Security) will immediately notify Health, Safety & Wellness (HSW) in the event of a Critical Injury by phone using

the HSW emergency contact list. (For satellite locations, call the assigned HSW representative.

- Public Safety & Emergency Management (Security) will send SAIRs of incidents to hsw@georgebrown.ca for action by an HSW consultant.
- This will ensure that an investigation and reporting requirements are promptly completed.

3.0 First Aid Kits

- First Aid kits will be identified by location, and the lists will be available on the Public Safety & Emergency Management (Security) website. See Appendix A for locations and kit types.

Inspections:

- First aid kits must be inspected monthly.
- Every first aid kit will include an inspection card or label to record the most recent monthly inspection date in the physical first aid kit, which is confirmed by the inspector's initials.
- Public Safety & Emergency Management (Security) and the designated first aiders (Satellite locations) will use checklists to inspect first aid kits.

Restocking:

- The contents of the First Aid kit will be restocked monthly or more often as required by Public Safety & Emergency Management (Security).
- Restocking kits for satellite locations, including the Fashion Exchange, Young Centre, Sunnybrook, and Child Care Centres, are facilitated through an order system and picked up at their-closest campus.

Partners and Contractors

- All GBP partners and Contractors, including the WAVE Clinic, the George Residence, Student Association, TBM (environmental services), Chartwells (food services), Xerox, and all other groups, are required to supply and maintain First Aid kits and all kit requirements under the act.
- GBP partners must notify Public Safety & Emergency Management (Security) of all First Aid Kit and AED locations and maintain them.

Kit type and locations

- A First Aid Kit (Kit Type A & Type B) will be available in accessible spaces in labs or workshops in all buildings, as identified by Public Safety & Emergency Management (Security).
- Type C First-Aid kits will be placed near or outside Security areas, and designated off-site locations will receive a Type C kit.
- See Appendix A for First Aid kit types and contents.

4.0 Automated External Defibrillator (AED)

- Automated External Defibrillators (AEDs) will be inspected monthly and restocked as required.
- AEDs will be identified by location and available on the Public Safety & Emergency Management (Security) website.

- Every AED unit will include an inspection card or label to record the most recent monthly inspection confirmed by the inspector's initials.
- PS&S will use checklists to inspect AEDs. See Appendix C.

7.0 Associated Resources

[Canadian Centre for Occupational Health and Safety: Incident Investigations](#)

George Brown Polytechnic: WSIB Accident Reporting Kit (maintained by Disability & Accommodations)

[Ontario E-Law Regulation 1101](#)

8.0 Governing Laws and Regulations

First Aid Requirements Regulation 1101, [Ontario E-Law Regulation 1101](#)

Critical injury defined [Ontario E-Law Critical Injury](#)

9.0 Training

Emergency Medical Responders (EMR) will have EMR Level One and Mental Health First Aid.

At a minimum, first Aid personnel will have Standard First Aid with CPR A.

- Designated First Aid personnel must provide Public Safety & Emergency Management (Security) training records and complete recertification training every three years.

10.0 Communication

This SOP will be communicated to all Polytechnic designated First Aid providers and their supervisors and posted on GBCommunity for all employees to access.

Various communication platforms, including, but not limited to, 'Take 5 for Safety' posters, PSEM web pages, the GBP Safety App, printed material, etc., will communicate awareness of first aid services on campus.

11.0 Evaluation

Public Safety & Emergency Management will review this SOP every three years, or sooner if changes are made to the legislation, specific direction by senior management, or an agreed-upon recommendation by the Joint Health and Safety Committee.

12.0 Appendices

Appendix A

[First Aid Kit Type A Contents](#)

Appendix B

[Appendices & Forms\Appendix B Monthly AED inspection card](#)

[Appendices & Forms\Appendix B Monthly First Aid inspection card](#)

Appendix C

AED Checklist

[Appendices & Forms\Appendix C AED](#)

Refusal of Medical Treatment

[Appendices & Forms\Appendix C Refusal of Medical Treatment Service Form](#)

First Aid Centre Patient Treatment Log

[Appendices & Forms\First Aid Centre Patient Treatment Log](#)

Supervisor Accident Investigation Report SAIR

[Appendices & Forms\HSW-SOP-05-A SAIR-Supervisor Accident Investigation Report](#)

13.0 Revision History

Version	Change	Author	Date of Change
01	First issue.	Kevin Ferguson	2025-10-03

14.0 Review & Approvals

Review Process	Stakeholder Name	Stakeholder Title	Date of Review YYYY-MM-DD
Review	Kevin Ferguson, Manager, Business Continuity & Emergency Management	Public Safety & Emergency Management	2024-10-03
Review	Melissa Maharaj, Manager, Security Operations & Investigations	Functional Lead: PS&S	2024-10-03
Review	Kelly Kwon, Senior Manager, Health, Safety, and Wellness	Health, Safety, and Wellness, Senior Manager	2024-10-03
Review	JHSC (All)	Casa Loma	Completed December 2024
Review	JHSC (All)	TMU	Presented December 2024
Review	JHSC (All)	St. James	Completed December 2024

Review Process	Stakeholder Name	Stakeholder Title	Date of Review YYYY-MM-DD
Review	JHSC (All)	Waterfront	Presented December 2024
Review & Responsible	Danielle Weddepohl	Director, Public Safety & Emergency Management	14 May 2025
Review & Approver	Susan Bowrah	VP, People & Culture	20 June, 2025