 BRANDON UNIVERSITY First Approved: May 2022	WORKPLACE SAFETY & HEALTH FIRST AID POLICY	Approved by: Workplace Safety & Health Committee Administered by: WSH Advisor
POL-WSH-GEN-010	Reviewed: June 2025	Update: June 2025

Brandon University (“the University”) is committed to providing a safe, healthy, and productive campus environment for students, staff, faculty, and visitors.

1.0 Scope

This policy applies to all students, staff, faculty, and visitors to the University. The intent of this policy is to ensure that workers are provided with first aid kits that are properly maintained and that workers have access to trained First Aiders should they become injured or ill at the workplace. This policy is in alignment with the Manitoba Workplace Safety and Health Regulation Part 5 – First Aid.

2.0 Policy

The University, in conjunction with the University Workplace Safety & Health Committee, shall ensure that first aid kits and trained First Aiders are available to workers as required. This direction is intended to positively affect the outcome of a work-related injury, illness, or medical emergency.

3.0 Definitions

- 3.1 Close Workplace – A workplace from which, under normal travel conditions and using the means of transportation used at the workplace in an emergency, an injured or ill worker can be transported to a medical facility in 30 minutes or less.
- 3.2 First Aid Kits – A set of prescribed material and tools for the purpose of providing emergency treatment to an injured or ill person.
- 3.3 First Aid Classifications (as per the Manitoba Workplace Safety and Health Regulation Part 5 – First Aid)
 - 3.3.1 Type 1 – Personal First Aid Kit (see Addendum 1)
 - 3.3.2 Type 2 – Basic First Aid Kit (see Addendum 2)
 - 3.3.2.1 Small / Medium / Large
 - 3.3.3 Type 3 – Intermediate First Aid Kit (see Addendum 3)
 - 3.3.3.1 Small / Medium / Large
- 3.4 First Aid Services – Services of a First Aider and the first aid equipment, facilities, and supplies required as per the Manitoba Workplace Safety and Health Regulation Part 5 – First Aid.

- 3.5 First Aider – A person who holds a valid First Aider 1, 2, or 3 (Basic, Intermediate, Advanced) qualification as set out in the Manitoba Workplace Safety and Health Regulation Part 5 – First Aid.
- 3.6 Medical Facility – A hospital, medical clinic, physician’s office, or nursing station.
- 3.7 Worker – University employee or student.
- 3.8 Working in Isolation – Work in circumstances where assistance is not readily available in the event of an injury, illness, or other health emergency.
- 3.9 Workplace – Any building, site, workshop, structure, mobile vehicle, or any other premises or location whether indoors or outdoors in which one or more workers engage in work activities.
- 3.10 Workplace Safety & Health Committee – Refers to the University joint Workplace Safety & Health Committee established as per the Workplace Safety & Health Act Section 40.

4.0 Brandon University Obligations regarding First Aid Risk Assessments

- 4.1 The University is to ensure, in conjunction with the Workplace Safety & Health Committee:
 - 4.1.1 Workplace First Aid Risk Assessments are conducted (see Addendum 4) for each physical location (see Addendum 5 – Brandon University Physical Buildings/Locations) for which they have responsibility.
 - 4.1.2 Following the initial assessment, a second Workplace First Aid Risk Assessment shall be completed within one year.
 - 4.1.3 Following the second Workplace First Aid Risk Assessment, subsequent assessment shall be completed every three years or when circumstances change that require an assessment.
 - 4.1.4 Results of the Workplace First Aid Risk Assessments will be reviewed by the WSH Committee and shared with the department/faculty with a request for approval to proceed as per the Workplace First Aid Risk Assessment.
- 4.2 Unique Activities
 - 4.2.1 Wide ranges of unique activities occur on University premises due to the unique nature of the workplace as both teaching and research spaces. This includes, but is not limited to, laboratories, food services, trades shops, etc.
 - 4.2.2 The WSH Committee will consult with the appropriate Faculty/Department/Individual during the risk assessment process.
 - 4.2.3 If specialized first aid supplies are identified during the risk assessment process, the University will provide the required supplies.
 - 4.2.4 In addition to on site Workplace First Aid risk assessments, Fieldwork Supervisors will also need to complete a Workplace First Aid risk assessment to determine

the size and type of first aid kit required for specific off campus Field Work activities.

5.0 First Aid Kit Locations

- 5.1 First Aid kits must be provided on site, be readily accessible, capable of being reached quickly and safely, without the use of tools, for the purposes of use and maintenance.
- 5.2 WSH committee will recommend location in consultation with departments/faculty.

6.0 First Aid Kit Containers

- 6.1 Shall be portable and capable of being securely closed.
- 6.2 Shall be of sufficient size to hold all specified contents.
- 6.3 Shall be constructed of materials such that the contents will be protected from dust and moisture.
- 6.4 Shall be durably and legibly marked or labelled with the “First Aid” statement or symbol.

7.0 Travelling and Working Alone

- 7.1 University staff who travel for work in a University vehicle, or who work in isolation, shall be equipped with a Personal First Aid kit.
- 7.2 Costs associated with purchasing new kits or replenishing supplies is the responsibility of department/faculty in which the kit will reside.
- 7.3 Personal First Aid kits will be inspected before departure to ensure completeness and usability of all items within the kit as well as to replenish kit supplies due to use or manufacturer’s expiration.

8.0 First Aid Kits – Maintenance and Inspection

- 8.1 When the University WSH Committee recommends First Aid Kits, costs associated with purchasing new kits or replenishing supplies is the responsibility of the department/faculty in which the kit will reside.
- 8.2 Only Type 2 and Type 3 First Aid kits shall be inspected quarterly. This inspection task may be done in conjunction with regular WSH Committee inspections.
- 8.3 Inspections are conducted to ensure completeness and usability of all items within the kit as well as to replenish kit supplies due to use or manufacturer’s expiration.
- 8.4 First aid incidents are to be documented on [FRM-GEN-WSH-001 Workplace Safety & Health Hazard & Incident Report Form](#) to track incidents and supply usage.

9.0 Workers as Trained First Aiders

- 9.1 First Aiders
 - 9.1.1 The minimum number of qualified First Aiders must be present during working hours.

- 9.1.2 The minimum number of first aiders required for the Faculty/Department/Building will be determined by using Addendum 4.

9.2 Training

- 9.2.1 Training for required First Aiders shall be arranged by the WSH Advisor in conjunction with the WSH Committee and with funding approval from the workers department/faculty.
- 9.2.2 When the University WSH Committee recommends training of First Aiders, costs associated with the training of First Aiders is the responsibility of department/faculty in which the First Aider is located.
- 9.2.3 First Aid training certificates will be provided to Supervisor/Dean, Human Resources, and the WSH Advisor.

9.3 First Aider Duties

- 9.3.1 Provide first aid responses to the best of their abilities.
- 9.3.2 Ensure that their First Aid training is current and to request recertification prior to the expiration of their certification.
- 9.3.3 If the situation is beyond the scope and or abilities of the first aider, ensure additional medical attention is summoned.
- 9.3.4 Ensure that [FRM-GEN-WSH-001 Workplace Safety & Health Hazard & Incident Report Form](#) is completed following the rendering of first aid.
- 9.3.5 A list of department/faculty trained First Aiders shall be posted in the area on the WSH Bulletin board(s) and a comprehensive list of trained First Aiders will be posted on the University website.

10.0 Accountability

- 10.1 The Physical Plant Director / Workplace Safety & Health Advisor is responsible for the communication, administration, and interpretation of this policy.

11.0 Review

- 11.1 Formal review of this policy will be conducted every three (3) years. In the interim, this policy may be revised or rescinded if the Physical Plant Director / Workplace Safety & Health Advisor or President deems necessary or if there are changes within legislation which require such.
- 11.2 Revision History
 - 11.2.1 Initial document approval May 2022
 - 11.2.2 Revised June 2022

12.0 Reference


- 12.1.1 The Workplace Safety & Health Act [C.C.S.M. c. W210 \(gov.mb.ca\)](#)
- 12.1.2 The Workplace Safety & Health Regulations [2020 Manitoba Workplace Safety and Health Act and Regulation \(gov.mb.ca\)](#)
- 12.2 CSA Z1220-17 First Aid Kits for the Workplace

13.0 Related documents

- 13.1 Addendum 1 - Personal First Aid Kit Content List
- 13.2 Addendum 2 - Basic First Aid Kit Content List
- 13.3 Addendum 3 - Intermediate First Aid Kit Content List
- 13.4 Addendum 4 - Risk Assessment for First Aid Requirements
- 13.5 Addendum 5 - Brandon University Physical Buildings/Locations
- 13.6 Addendum 6 - First Aid Kit Inspection Checklist / Tag
- 13.7 Addendum 7 - First Aid Kit Consumable Supplies Order Information

Procedures

Inquiries may be directed to the Director Physical Plant / WSH Advisor at BUSafety@brandonu.ca.

 BRANDON UNIVERSITY Addendum 1	Personal First Aid Kit Content List	WORKPLACE SAFETY & HEALTH FIRST AID POLICY
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*All workplace first aid kit contents shall be made of latex-free materials

ITEMS	QTY
Sterile adhesive bandages assorted sizes (standard strip, large fingertip, knuckle, large patch)	16
Sterile gauze pads, individually wrapped (7.6cm x 7.6cm)	6
Roll conforming stretch bandage, relaxed length, individually wrapped (5.1cm x 1.8m)	1
Sterile compress/pressure dressings with ties (10.2cm x 10.2cm)	2
Triangular bandage, cotton (101.6cm x 101.6cm x 142.2cm)	1
Safety pins	2
Roll of adhesive tape (2.5cm x 2.3m)	1
Antiseptic wound cleansing towelette, individually wrapped (or equivalent)	6
Antibiotic ointment, topical, single use	2
Hand/skin cleansing towelette, individually wrapped (or equivalent)	4
Pair of examination gloves, disposable, medical grade, one size, non-latex, powder free	2
Biohazard waste disposal bag (single use)	1
Splinter forceps/tweezers, fine point stainless steel (minimum 11.4cm)	1
Content list	1

* First Aid Kit Containers shall be meet the criteria set forth in 3.3.4 of the First Aid Policy



Addendum 2

**Basic First Aid Kit
Content List**

**WORKPLACE
SAFETY & HEALTH
FIRST AID POLICY**

*All workplace first aid kit contents shall be made of latex-free materials

ITEMS	QUANTITY		
	Small *	Medium **	Large ***
*Small: 2-25 workers/shift **Medium: 26-50 workers/shift ***Large 51-100 workers/shift			
Sterile adhesive bandages assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Sterile gauze pads, individually wrapped (7.6cm x 7.6cm)	12	24	48
Sterile abdominal pad, individual wrapped (12.7cm x 22.9cm)	1	2	2
Roll conforming stretch bandage, relaxed length, individually wrapped (5.1cm x 1.8m)	1	2	4
Roll conforming stretch bandage, relaxed length, individually wrapped (7.6cm x 1.8m)	1	2	4
Sterile compress/pressure dressings with ties (10.2cm x 10.2cm)	2	4	8
Triangular bandage, cotton (101.6cm x 101.6cm x 142.2cm)	2	4	8
Safety pins	4	8	16
Roll of adhesive tape (2.5cm x 2.3m)	1	1 (2.5cm x 4.6m)	1 (2.5cm x 9.1m)
Antiseptic wound cleansing towelette, individually wrapped (or equivalent)	25	50	100
Antibiotic ointment, topical, single use	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
CPR resuscitation barrier device with one-way valve	1	1	1
Pair of examination gloves, disposable, medical grade, one size, non-latex, powder free	4	8	16
Biohazard waste disposal bag (single use)	1	2	2
Bandage scissors, stainless steel (with angled blunt tip) minimum 14cm	1	1	1
Splinter forceps/tweezers, fine point stainless steel (minimum 11.4cm)	1	1	1
Emergency blanket, aluminized, non-stretch polyester (minimum 132cm x 213cm)	1	1	1
Content list	1	1	1

* First Aid Kit Containers shall be meet the criteria set forth in 3.3.4 of the First Aid Policy

ITEMS *All workplace first aid kit contents shall be made of latex-free materials *Small: 2-25 workers/shift **Medium: 26-50 workers/shift ***Large 51-100 workers/shift	QUANTITY		
	Small *	Medium **	Large ***
Sterile adhesive bandages assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Sterile gauze pads, individually wrapped (7.6cm x 7.6cm)	12	24	48
Sterile abdominal pad, individual wrapped (12.7cm x 22.9cm)	1	2	2
Roll conforming stretch bandage, relaxed length, individually wrapped (5.1cm x 1.8m)	1	2	4
Roll conforming stretch bandage, relaxed length, individually wrapped (7.6cm x 1.8m)	1	2	4
Sterile compress/pressure dressings with ties (10.2cm x 10.2cm)	2	4	8
Triangular bandage, cotton (101.6cm x 101.6cm x 142.2cm)	2	4	8
Safety pins	4	8	16
Roll of adhesive tape (2.5cm x 2.3m) / (2.5cm x 4.6m) / (2.5cm x 9.1m)	1	1	1
Antiseptic wound cleansing towelette, individually wrapped (or equivalent)	25	50	100
Antibiotic ointment, topical, single use	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
CPR resuscitation barrier device with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one size, non-latex, powder free	4	8	16
Biohazard waste disposal bag (single use)	1	2	2
Bandage scissors, stainless steel (with angled blunt tip) minimum 14cm	1	1	1
Splinter forceps/tweezers, fine point stainless steel (minimum 11.4cm)	1	1	1
Emergency blanket, aluminized, non-stretch polyester (min 132cm x 213cm)	1	1	1
Content list	1	1	1
Gauze pad, sterile, individually wrapped (10.2cm x 10.2cm / 4"x4")	6	12	24
Non-adherent dressing, sterile, individually wrapped (5.1cm x 7.6cm / 2"x3")	4	8	16
Compress/pressure dressing with ties, sterile (15.2cm x 15.2cm / 6"x 6")	1	2	4
Tourniquet, arterial	1	1	1
Elastic support/compression bandage (7.6cm / 3")	1	2	2
Eye dressing pad, sterile, and eye shield with elastic strap	2 sets	2 sets	2 sets
Cold pack	1	1	1
Glucose tablets, 4g (10 per package) or acceptable alternative	1 pkg	1 pkg	1 pkg
Splint, padded, malleable, minimum size 10.2cm x 61cm / 4" x 24"	1	1	1

* First Aid Kit Containers shall be meet the criteria set forth in 3.3.4 of the First Aid Policy



Location: _____

Part 1: First Aid Kits - Select the correct response in each of the tables below as appropriate:

Determine the risk level in the location based on the history of incidents, first aid logbook review, and discussion amongst the WSH Committee and workers as appropriate. Review, at a minimum, the last 12-month incident history. Students may be included as workers as appropriate.

Consider the hazards of the workplace and answer the below:

1. What is the potential severity of harm (choose one): LOW / MODERATE / HIGH
2. What is the likelihood of harm (choose one): UNLIKELY / LIKELY / VERY LIKELY

TYPE OF FIRST AID KIT			
LIKELIHOOD OF HARM	POTENTIAL SEVERITY OF		
	LOW	MODERATE	HIGH
UNLIKELY	Type 2: Basic First Aid Kit	Type 2: Basic First Aid Kit	Type 3: Intermediate First Aid Kit
LIKELY	Type 2: Basic First Aid Kit	Type 3: Intermediate First Aid Kit	Type 3: Intermediate First Aid Kit
VERY LIKELY	Type 2: Basic First Aid Kit	Type 3: Intermediate First Aid Kit	Type 3: Intermediate First Aid Kit


NUMBER OF FIRST AID KIT*			
Type First Aid Kit	2 – 25 Workers	26 – 50 workers	51 – 100 workers
Type 2: Basic	1 small	2 small or 1 medium	4 small; or 2 medium; or 2 small and 1 medium; or 1 large
Type 3: Intermediate	1 small	2 small or 1 medium	4 small; or 2 medium; or 2 small and 1 medium; or 1 large

Does the location require specialized first aid supplies? Circle: YES or NO

RECORD THE RESULTS BELOW FROM THE RESPONSES FROM THE THREE OPTIONS ABOVE
OF KITS: _____ Size: _____ Type: _____
WSH Committee’s recommendation for optimal placement of First Aid Kit(s) in the workplace:

Worker Co-chair printed name and signature: _____

Employer Co-chair printed name and signature: _____

 BRANDON UNIVERSITY Addendum 4	Risk Assessment for First Aid Requirements	WORKPLACE SAFETY & HEALTH FIRST AID POLICY
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Location: _____

Part 2: Trained First Aiders

of trained first aiders that must be present based on the maximum number of workers per shift:

# of Workers per Shift	Close Workplace – Low Hazard Work	Close Workplace – Other Work
1 to 10	-	-
11 to 40	BASIC	INTERMEDIATE
41 to 100	BASIC	INTERMEDIATE x 2
101 to 199	BASIC x 2	INTERMEDIATE x 2
200+	BASIC x 3	INTERMEDIATE x 3

*Workers trained in First Aid for other legislated purposes (e.g., Confined Space) may be included in the number of First Aiders.

WSH Committee’s recommendation for number and type of First Aiders required in the workplace:
 Number: _____ Type: _____

WSH Committee’s recommendation for specific individuals for First Aid training:



First Aid Kit Locations

Brodie Science – 25 kits

Room G-9 (small kit) / Room G-14-1 / Room G-34 / Room G-41
Room 1-05 / Room 1-48 / 2nd floor (middle isle)
Room 2-05 / Room 2-10 (field study kits)
Room 3-05 / Room 3-18 / Room 3-21 / Room 3-24
Room 3-25 / Room 3-26 / Room 3-28 / Room 3-30
Room 3-32 / Room 3-39 (middle isle)
Room 4-27 / Room 4-31 / Room 4-35 / Room 4-38 (middle isle) / Room 4-39
Room 5-8

Clark Hall – 5 kits

Room 016 / Room 100 (Faculty of Arts) / Room 110
Room 218 / Room 337 (HR)

Darrach Hall - Room 109

Dining Hall – 3 kits - Main Kitchen (staff lounge) / Down Under kitchen / Bobbie's Bistro

Education Building – 4 kits

Room 015 / Room 102-1 / Room 111 (PENT Office) / Room 114 (Pre-school, in backpack)

Flora Cowan - Room 118

Healthy Living Centre 2 kits - Front Desk / 2nd Floor Canteen

Health Studies Building – 3 kits

Lounge Room 126A / Outside Room 109 / Outside Room 240 (small kit)

Knowles-Douglas Centre – 2 kits

BUSU Office / Book Store

McKenzie Building – 6 kits

Room 006 (Campus MB) / Room 102 (Enrolment) / Room 104 (Admissions)
Room 105-1 (Staff Room) / Room 105-3 / Evans Theatre

McMaster Hall – 6 kits

Programs Office / Room 121 / Room 321 / Room 521 /Room 721 / Roof Rm # MH-R4

Queen Elizabeth II – 2 Kits

Room 1-05 (main office) / Music Library Office

Physical Plant – 3 kits

Room 104 (carpentry shop) / By Door 125B (hallway) / Zoo-Arch Lab

Richardson Centre – 9 kits

Room 001E / Room 005 (Basement) / Room 012 (Lg. Studio)

Room 019A / Room 063 (New Studio) Behind Circulation desk

Room 202A (Gov Docs) / Room 207 / S.J. McKee Archives / Room 218

Jeff Umphrey Centre – 2 kits

Room 018 (basement) / Room 112

Steam Plant - Cabinet in Office

Brandon University Early Learning Centre – Kitchen



**BRANDON
UNIVERSITY**

Addendum 6

**First Aid Kit
Inspection Tag**

**WORKPLACE
SAFETY & HEALTH
FIRST AID POLICY**

First Aid Kit Inspection Tag Details

BRANDON UNIVERSITY
FIRST AID KIT INSPECTION
YEAR: _____

Q1 Inspection

Date/Name:

All contents available and in good
condition

Q2 Inspection

Date/Name:

All contents available and in good
condition

Q3 Inspection

Date/Name:

All contents available and in good
condition

Q4 Inspection

Date/Name:

All contents available and in good
condition














Addendum 7

Reorder Information
Grainger
Stock Numbers

**WORKPLACE
SAFETY & HEALTH
FIRST AID POLICY**

<https://www.grainger.ca/en?analytics=nav> Contact BUSafety@brandonu.ca for any additional items

ITEM	ITEM ORDER NUMBER	ITEM	ITEM ORDER NUMBER
Sterile adhesive bandages 1" x 3" 50/Box	FCL500118 	Sterile adhesive bandages Fingertip Large 50/box	FCL500126 
Fingertip bandage, metal detectable, latex free, blue, 4" x 4 3/4", fabric	DSIFADB05/6 	Sterile fabric adhesive bandages 1" x 3" 50/BX	FCL500015 
Knuckle fabric bandage, metal detectable, latex free, blue, 1 1/2" x 3"	DSIFADB06/6 	Adhesive blue fabric detectable bandages 1"x 3" 100/bx	FCLH175CA 
Sterile gauze pads, individually wrapped (7.6cm x 7.6cm)	DSIFAGS3X3 	Sterile gauze pads, individually wrapped (7.6cm x 7.6cm)	DSIFAGP3X325 
Roll conforming stretch bandage, relaxed length, individually wrapped (5.1cm x 1.8m)	DSIFACFB02B 	Roll conforming stretch bandage, relaxed length, individually wrapped (5.1cm x 4.5m)	FCL200004 

Sterile compress	DSIFACB4565 	Safety pins	FCL550006 
Triangular bandage, cotton (101.6cm x 101.6cm x 142.2cm)	FCL150029 	Triangular bandage, cotton (101.6cm x 101.6cm x 142.2cm) Box 6	DSIFATB001B6 
Roll of adhesive tape (2.5cm x 2.3m)	FCL500092 	Hand/skin cleansing towelette, individually wrapped (or equivalent)	GOJ9022-10CAN00 
Antiseptic wound cleansing towelette, individually wrapped (or equivalent) 100/bag	FCL100170 	Antiseptic wound cleansing towelette, individually wrapped (or equivalent) 25/box	FCL100001U25 
Examination gloves, pair, disposable, medical-grade, one size, non-latex, powder-free	EBP56JT50 	Examination gloves, pair, disposable, medical-grade, one size, non-latex, powder-free	ALG88-1-7800M 
Biohazard waste disposal bag (single use) Pk 100	WWG3UAF6 	Splinter forceps/tweezers, fine point stainless steel (minimum 11.4cm)	AMCP332 