

## **Turner Valley Golf Club**

### **First Aid Policy**

#### **Intent**

Turner Valley Golf Club has adopted this policy to ensure the ongoing health and safety of our staff, customers and visitors. Turner Valley Golf Club will ensure that appropriate First Aid supplies are maintained and accessible at all times, and that a trained and competent individual is on-site at all times.

Turner Valley Golf Club is committed to meeting all legislative regulations regarding First Aid facilities, training, records, and reporting under the Occupational Health and Safety Code.

#### **Policy**

Turner Valley Golf Club shall provide all First Aid services, supplies and equipment, and when required, a first aid room.

All First Aid services, First Aid equipment and supplies shall be located in the clubhouse and is accessible during all working hours.

All First Aid supplies and equipment will be maintained by Turner Valley Golf Club in a clean, dry and working condition.

All supplies and equipment shall be stored in a container which shall protect its content from the environment and which clearly identifies the First Aid equipment and supplies.

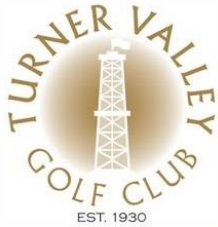
Turner Valley Golf Club shall post in a conspicuous place signs which will indicate the location of the First Aid services and equipment.

Turner Valley Golf Club shall create and implement an emergency communication system for workers to summon First Aid services.

### **Transportation**

A means of communication to summon an ambulance will be available at all times. Ambulance Services are available through Oilfields Hospital in Black Diamond. 403-933-2222 OR 911 for emergency transport.

In the event that an employee needs to be accompanied during transportation due to an acute illness or injury Turner Valley Golf Club shall ensure that the employee is



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accompanied by a first responder. (Not required if there are three or fewer workers at the worksite at a time).

### First Responders

Turner Valley Golf Club shall ensure that the number of First Responders, their qualification as well as their training complies with the Occupational Health and Safety Code.

Turner Valley Golf Club shall ensure that all designated First Responders hold a valid certificate in First Aid and AED and have completed all appropriate training courses.

Turner Valley Golf Club will maintain an up to date record of who are First Responders.

In the event that Turner Valley Golf Club requires a nurse, advanced First Responder or EMT-P they will remain at or near the First Aid room or be easy to contact in the event First Aid services are needed.

If a nurse, advanced First Responders or EMT-P is performing non-First Aid related duties these duties must allow the employee to remain in a clean condition.

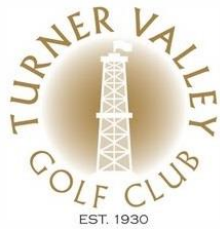
### Records

In the event of an acute illness or injury Turner Valley Golf Club shall create records of the incident and so as is practicable of the incident is reported.

Records will include the following information as outlined in section 183(2) of the Occupational Health and Safety Code:

- the name of the worker;
- the name and qualifications of the person giving First Aid;
- a description of the illness or injury;
- the first aid given to the worker;
- the date and time of the illness or injury;
- the date and time the illness or injury was reported;
- where at the work site the incident occurred; and
- the work-related cause of the incident, if any.

All First Aid related records will be kept for a minimum of three years from the date the incident was recorded.



## **Turner Valley Golf Club**

If an employee requests a copy of the records pertaining to their injury Turner Valley Golf Club will provide them.

Turner Valley Golf Club shall ensure that no employee will have access to another employees records unless:

- the record does not identify the worker;
- the worker has given their written permission; or
- access, use and disclosure of the information is in accordance with an enactment of Alberta or Canada that authorizes or requires the disclosure.

### **First Aid Kit Requirements**

Turner Valley Golf Club will stock all First Aid kits in a manner that complies with Occupational Health and Safety Act.