

First Aid Certification for Staff

Date Approved:	October 18, 2002	Approved by:	Parks and Recreation Directors
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Policy Statement

All permanent full-time, Seasonal/Recall and Part-time Recreation Workers must have and maintain current first aid. Staff are required to provide proof of certification to ensure First Aid qualifications meet the policy requirements. It is the responsibility of Management Staff to ensure that staff have the required first aid certification as outlined in the chart below.

STAFF GROUP	FIRST AID CERTIFICATION	RECERTIFICATION
Permanent Staff (locals 416, 79, excluded, management)	Standard	Every 3 years
Seasonal/Recall Staff (locals 416, 79, casual, seasonal & recall staff in parks & facilities)	Standard	Every 3 years
Part-time Recreation Workers (local 79)	Standard -Aquatic staff (not Wading Pool & Deck Attendants) Standard -Senior P/T Staff Emergency - All other	Every 3 years

P/T Staff including deck

& wading pool attendants

**Contact Staff Support Units for WSIB first aid certification equivalents.

Definitions

Senior Part-time Staff – Part-time staff who have a responsibility for a staff group and program location; i.e. pool manager, camp director, program coordinator, location supervisor

Standard First Aid – 2 day course; 16 hrs

Emergency First Aid – 1 day course; 8 hrs

Current First Aid – First aid certification issued by a WSIB approved agency

WSIB Requirements

In accordance with the Workplace Safety and Insurance Board requirements (WSIB Regulation 1101); "the employer is responsible to ensure that each place of employment employing more than five workers at any one time must have at least one worker (staff) in charge of First Aid. This worker must be the holder of a valid St. John Ambulance Standard First Aid certificate or it's equivalent and work(s) in the immediate vicinity of the First Aid box."

ADMINISTRATION

Permanent & Seasonal/Recall Staff

First aid certification is part of mandatory training for all permanent full-time and temporary (seasonal/recall) staff and is therefore provided by the city at no cost to the employee. Parks and Recreation will pay for certification costs.

Part-time Recreation Workers

First Aid certification for part-time recreation workers is a job requirement and is therefore the responsibility of the employee to secure and pay for certification. Reimbursement for the cost of re-certification is according to the guidelines outlined in article 27 of the Recreation Workers local 79 collective agreement. Staff Support Units will assist in providing staff with information on available courses.

TIMING & COMPLIANCE

All Staff

All staff must have current First Aid certification according to the chart in this policy.

Part-time Recreation Workers

All Recreation Workers must be certified **before** they start work. Only when there are extenuating circumstances such that hiring timelines do not allow staff to be certified by the first work shift, (i.e. last minute hirings, staff quit and replacements required immediately) Management Staff must ensure that

Recreation Staff have part-time staff registered to attend the next available first aid session. Failure to meet the certification requirements in this policy will result in disciplinary action up to dismissal.

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