## Policy

1 Correctional Services is responsible for ensuring compliance with the

(a) Occupational Health & Safety Act

(b) Workplace Health & Safety Regulations

(c) Occupational Safety General Regulations (OSGR)

(d) Canadian Standards Association (CSA) Z1220-17 which details requirements for the size, type, amount, location, inspection and replenishment of items required in First Aid Kits in the workplace.

(e) American National Standards Institute (ANSI) Z358.1 American Standard for Emergency and Shower Equipment which details the design and placement of emergency eye wash stations.

## Definitions

2 **Hazardous Substance**: A chemical or biological material that is classified as dangerous goods under the Dangerous Goods Transportation Act or a controlled product under the Hazardous Products Act (Canada) that is likely to, because of its harmful nature, cause injury or damage to the health or safety of a person exposed to it.

3 **Caustic**: A basic (alkaline) substance with a pH greater than 7 that can cause severe burns or damage to tissues.

4 **Acidic:** A substance with a pH less than 7 that is corrosive in nature and can cause severe burns or damage to tissues.

5 **Eyewash Fountain**: Delivers fluid to both eyes simultaneously at a volume flow rate of not less than 1.5 liters per minute for 15 minutes.

6 **Eyewash stations**: Delivers flushing fluid which can be used while transporting the person to an eye wash fountain or medical facility. The expiry date of the fluid should be printed permanently on the unit and inspected annually. These personal wash units are single-use and cannot be refilled.

**First Aid Kits in the Workplace**

7 First Aid Kits will be maintained, in accordance with line 13 of this Policy, in facilities, community corrections offices, satellite sites, and divisional vehicles. This includes First Aid Kits issued to individual employees based on their job requirements.

8 The amount, type, size, and location of First Aid Kits within the division will be in compliance with NS Government First Aid Kit Guidelines.

9 First aid kit locations, types, sizes, quantities, and expiration dates will be tracked by the Strategic Advisor Occupational Health & Safety (SAOHS) or designate and stored in the Provincial Master List located within the Correctional Services Incident Reporting System (CSIRS) in SharePoint. This information will be made available to Joint Occupational Health & Safety Committees (JOHSC).

**Eyewash Stations in the Workplace**

10 When there is a risk that a worker's eyes or skin may come in contact with a hazardous substance eyewash stations and/or fountains will be installed and maintained in the workplace, in accordance with section 13 of this Policy, and section 23 of the OSGR, Emergency Showers and Eyewashes.

11 Eyewash station and fountain locations, types, and expiration dates will be tracked by the SAOHS or designate and stored in the Provincial Master List located within CSIRS on SharePoint. This information will be made available to JOHSC.

**Responsibilities**

12 The employer is responsible for complying with the requirements prescribed by legislation, and regulations for

(a) First Aid

(b) Emergency Eyewash & Showers

13 Superintendents, Youth Custody Manager and Senior Probation Officers will ensure any deficiencies in first aid kits, eye wash stations and fountains during the bi-annual inspections are rectified.

14 JOHSC will conduct bi-annual inspections of all first aid kits, including those kits issued to individual employees for travel purposes, and where applicable eyewash stations, and eyewash fountains.

(a) First aid kit inspections include

i. confirmation of the location, size, type and amount of kit(s) present in their workplace

ii. confirmation that all supplies in the kit match the designated minimum quantities required for that kit as per NS Government First Aid Kit Guidelines and are not expired as per the date indicated on individual items

iii. coordination of the replenishment of items or the replacement of the full kit in accordance with the First Aid Equipment Inventory Checklist

iv. any deficiencies in first aid supplies will be rectified in accordance with NS Procurement Policy by either

a purchasing replacement supplies, or

b returning the kit(s) to a first aid equipment supplier to complete the replenishment, or

c purchasing a new kit

d reporting the findings to the SAOHS or designate and Superintendent, Youth Custody Manger or Senior Probation Officer as applicable.

(b) Eyewash station and eyewash fountain inspections include

i. confirmation of the type, location, expiry date and functionality in accordance with the First Aid Equipment Inventory Checklist

ii. confirmation that the eyewash station is unobstructed and is easily accessible. No items are permitted inside the fountain reservoir

iii. coordination of the replenishment of eyewash station bottles if opened, missing or expired

iv. coordination of the replacement of broken or missing eyewash fountains.

v. reporting the findings to the SAOHS or designate and Superintendent, Youth Custody Manger or Senior Probation Officer as applicable.

15 Results of the bi-annual inspections will be stored in the CSIRS, under the JOHSC

Documents Tab.