

Written by the Technical Committee of the film and video industry's joint sector-based working group and produced by the Commission de la santé et de la sécurité du travail du Québec.



ASSOCIATION DES
PRODUCTEURS DE
FILMS ET DE
TELEVISION DU
QUÉBEC

First aid

In Québec, every employer must comply with the standards presented in the *First-aid Minimum Standards Regulation*. Among other things, this regulation indicates the number of first-aiders that must be present in a workplace.

Definitions

First-aider

The first-aider must hold a valid first aid certificate granted by an organization recognized by the CSST. The nature of his work must allow him to administer first aid promptly and efficiently. At the time he is hired, he must give the safety coordinator a copy of the certificate.

First aid attendant

This person holds:

- valid certificates in cardiopulmonary resuscitation (24-hour course) in oxygen therapy, as first responder in emergency procedures or in BTLS (*Basic Trauma Life Support*); or
- training as an ambulance technician, emergency vehicle attendant; or, depending on the activities taking place, specialized certificates, for example having competence in aquatic emergency care and DAN—*Divers Alert Network* competence.

At the time he is hired, he must give the safety coordinator a copy of his certificates.

1. The producer must ensure that there are a sufficient number of first aid kits on the work site. These kits must be complete and clean (see appendix). They must be available at all times in an easily accessible location, as close as possible to the work site. In addition, the producer must ensure that there are first aid kits in the vehicles intended for transporting or for the use of the production crew.
2. When 50 people or fewer are on a work site, the safety coordinator must ensure that there is at least one first-aiders per work shift on the site at all times.
3. When 50 people or more are on a work site, the safety coordinator must ensure that there is at least one first aid attendant per work shift on the site at all times. There must be one additional first aid attendant for every hundred or fraction of one hundred additional people assigned to this work shift.
4. When more than 100 people are on the work site, the producer must plan for a location where the first-aiders and first aid attendants will be able to administer first aid. This location—it can be a trailer or the “support room (CCM*)”—must be clearly indicated, easily accessible and available at all times, kept clean and in good order, ventilated, lighted, adequately heated, and provided with water and a first aid kit. It must contain a stretcher or a bed, two chairs, one table, soap, a nail brush, and paper towels.
5. The producer must provide to all members of the production crew a communication system with the first aid attendants, first-aiders or the local emergency services. The telephone numbers to be dialed in an emergency must also be clearly indicated.
6. The safety coordinator must indicate on the call sheet the name of the first aid attendant or first-aiders, how to contact him when he is working, and in the case where there are 100 people or more on the site, the location where first aid will be provided.
7. The first aid attendant or first-aiders who gives first aid to a member of the production cast and crew must fill out a report and give it to the safety coordinator. He must indicate the person's family name and given name, the date and the time; he must describe the incident that occurred or the discomfort felt, as well as the nature of the care given. The safety coordinator completes a notice of accident for the CSST if necessary, and keeps these documents in a register.

* French abbreviation for *Costumes, coiffure et maquillage* (Wardrobe, Hairdressing and Make-Up).

8. When the situation presents risks (filming or recording of stunts, special effects, presence of firearms, animals or aircraft, work in a remote region, at heights, under water, near water, a large number of people on site), one first aid attendant assigned solely to this task must be on site, regardless of the number of workers on the site. A “remote region” is a location from which it is impossible to reach, within 30 minutes by road and under normal conditions, an ambulance service, a hospital, a CLSC (local community service centre), a medical clinic or polyclinic or other emergency medical services, including the health services of an establishment or construction site.

Reference

First-aid Minimum Standards Regulation, A-3, r. 8.2.

Note. – The information contained in this guideline is not exhaustive and does not replace current standards, laws and regulations.

Guideline 9 • Appendix

Minimum content of a first aid kit

1. A first aid manual approved by the CSST.
2. The following instruments:
 - 1 pair bandage scissors,
 - 1 pair splinter forceps,
 - 12 safety pins (assorted sizes)
 - 8 one-size-fits-all sterile latex gloves, packed separately or in pairs.
3. The following dressings (or equivalent sizes):
 - 25 sterile adhesive bandages (25 mm x 75 mm), individually wrapped;
 - 25 sterile gauze squares (101.6 mm x 101.6 mm), individually wrapped;
 - 4 rolls sterile gauze bandage (50 mm x 9 m), individually wrapped;
 - 4 rolls sterile gauze bandage (101.6 mm x 9 m), individually wrapped;
 - 6 triangular bandages;
 - 4 sterile bandage compresses (101.6 mm x 101.6 mm), individually wrapped;
 - 1 roll adhesive tape (25 mm x 9 m).
4. 25 antiseptic swabs, individually wrapped.

Minimum content of a kit for a vehicle

1. A first aid manual approved by the CSST.
2. The following instruments:
 - 1 pair bandage scissors,
 - 12 safety pins (assorted sizes);
 - 8 one-size-fits-all sterile latex gloves, individually wrapped or in pairs.
3. The following dressings (or equivalent sizes):
 - 5 sterile adhesive bandages (25 mm x 75 mm), individually wrapped;
 - 5 sterile gauze squares (101.6 mm x 101.6 mm), individually wrapped;
 - 1 roll sterile gauze bandage (50 mm x 9 m), individually wrapped;
 - 1 roll sterile gauze bandage (101.6 mm x 9 m), individually wrapped;
 - 2 sterile bandage compresses (101.6 mm x 101.6 mm), individually wrapped;
 - 6 triangular bandages;
 - 1 roll adhesive tape (25 mm x 9 m).
4. 5 antiseptic swabs, individually wrapped.