

Emergency First Aid and CPR (Canada)

Background:

All Canadian jurisdictions have a requirement for the workplace to provide at least some level of first aid. The type of first aid equipment and training required depends on:

- The number of employees
- The types of hazards / risks present in the workplace
- The travel distance to a hospital/availability of professional medical assistance

Minimum requirements:

All employees should, as part of their emergency preparedness training, should know:

- Location of first aid kit(s) and/or room;
- Basic first aid for themselves, including how to use the contents of the first aid kit should they suffer a minor injury;
- Where to locate the list of nearest medical facilities (name, address, operating hours and telephone numbers);
- Who to call in the event of an emergency;
- When and how to report any injury or illness situation.

Employees that participate in First Aid/CPR training as per this policy should:

- Understand how to recognize when first aid is required;
- Know what appropriate response procedures should be followed based on the situation;
- Know how to provide emergency first aid training to either another employee or a customer

Note: Only employees trained in first aid should assist a victim.

Responsibilities

Under this policy, the following departments have responsibilities for execution of this program:

- **Corporate EHS:** Review and interpret the requirements for each area of business, based on individual Provincial requirements. Evaluate and recommend training providers.
- **Brand Operations:** Ensure the implementation of the requirements outlined in this policy, and support Field associates in completing training as required. Manage overall compliance and ensure locations are individually meeting the requirements outlined in this Policy. .
- **Trained Employees:** Those employees who participate in the program must take approved training initial and recertify every 3 years, and then upload a copy of their certificate to the designated location as instructed. In addition, they are the designated employee that can provide first aid to an employee or customer of the store if necessary.

Evaluation for Required Coverage

EssilorLuxottica Retail ("Retail") locations were evaluated to determine number of First Aiders and type of training using the 3 criteria listed above:

- **Number of employees:** Retail locations generally staff low numbers of employees at a given time. It is expected that the largest number of staff at any given time would be 10.

- **Work hazards:** Low-risk work is generally defined in the regulations and means work of an administrative, professional, or clerical nature that does not require substantial physical exertion or exposure to work processes, substances or other conditions that are potentially hazardous. High-risk work is work where the nature and the equipment used has a high likelihood of accidents happening, such as construction, warehousing, and manufacturing.

Retail locations are generally low risk, however there are some aspects that are not purely administrative and some Brands that engage in more detailed lens work. Therefore, Retail is considered low to medium hazard work classification, depending on the Brand.

- **Travel distance:** Retail locations are generally located in developed areas, with proximity to medical facilities. It is expected that all Retail will be within 20 minutes travel time to a medical clinic.

Based on these considerations, the following table provides the minimum requirement for number of associates to be trained and available during a shift under this program:

Province	Training Certificate Required	Number of Associates
Alberta	Emergency First Aider	1 per shift *
British Columbia	None	1 per shift if more than 11 employees**
Manitoba	None	1 per shift if more than 11 employees**
New Brunswick	Emergency First Aider	1 per shift *
Newfoundland & Labrador	Emergency First Aider	1 per shift
Nova Scotia	Emergency First Aider	1 per shift *
Ontario	Emergency First Aider	1 per shift
Prince Edward Island	Emergency First Aider	1 per shift
Quebec	Emergency First Aider	1 per shift
Saskatchewan	None	1 per shift if further than 30 minutes from a medical treatment facility**

*Not required if single coverage situation

**Emergency First Aider Training is the required training if needed

Employee Participation: Selection and Minimum Participants

First AID/CPR training participants can be volunteers or may be selected by either Store Management or Bran Operations. It is recommended that Brand Operations encourage those in the following roles participate:

1. Managers (Store Manager or Lab Manager)
2. Health and Safety Representative
3. Long-term or legacy employees
4. Full-time employees

In addition, when determining the number of employees to be trained, Brand management needs to consider employee availability due to number of shifts, vacation time, sick leave, or meetings off-site. It is recommended that every location that must have a First Aid trained employee on site, there is a minimum of two people who are trained.

Training:

First Aid training must be provided by a training agency approved by the province. The course must meet legislative requirements for provincial/territorial worker safety and insurance boards and include the latest first aid and CPR guidelines.

Initial training must be completed at least partially in person. The length of the class may depend on the course provider, and blended (online plus in person) training must be approved by the Provincial regulations.

EssilorLuxottica recommends the 2 following training providers, who provide training in all Provinces.

- 1) Canadian Red Cross (CRC)
- 2) St. John Ambulance (SJA)

(See Appendix for registration instructions.)

In the event an employee cannot attend a training by either of these vendors, they should work with their manager to identify an alternative vendor that is approved by the province. They can also request support by emailing RetailSafety@luxotticaretail.com

Certifications are generally valid for 3 years from the course completion date. Each certificate should have an expiration date included, and the employee with the support of their management team should ensure they schedule recertification training in advance this expiration date.

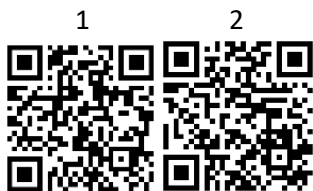
Certificate Retention:

Training certificates will be retained on file in the HR File-bound system.

Upon receipt of their new certificate (First time taken) or Renewed (Existing expired has been renewed), employees must upload by using the following links or via the QR code:

English Version

1. New: <https://lux.filebound.com/portal/645>
2. Renewal: <https://lux.filebound.com/portal/776>



French Version

3. New: <https://lux.filebound.com/portal/649>
4. Renewal: <https://lux.filebound.com/portal/778>

