



Occupational Health & Safety Program

SECTION 9 FIRST AID

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FIRST AID

9.1 INTRODUCTION

Purpose

The purpose of first aid is to provide workers with prompt, easily accessible and appropriate first aid treatment and to keep a record of treatment. Also, to ensure that School District No. 54 has the appropriate equipment and employees trained to carry out first aid and treatment of the injured employee.

Scope

No matter how complete our Health and Safety Program is or how careful we are, there is always risk of an injury. The first aid services and equipment maintained by our District means having plans that we hope we'll never have to use. The first aid services and equipment ensure that the District has the resources to deal with the injured employee and will also meet WorksafeBC Regulation as well as our own assessment.

9.2 General Requirements

Basic

First aid equipment, supplies, facilities and services will be supplied by School District No. 54 and will be readily accessible to all staff during working hours. All facilities and equipment will be kept clean, dry and ready for use.

Signs will clearly indicate the location of, and how to call for first aid. This information will be posted conspicuously throughout the workplace, and effectively communicated to the workers at the workplace. All employees will be made aware of the location of first aid for the workplace and how to contact the attendant for assistance.

First Aid Records

The first aid records must be:

- Accurately kept;
- Management or supervision to check records for trends;
- First aid records to be reviewed by Joint Safety Committee on a regular basis, and
- Utilized as a method and basis for recording data.

Access to Records

The access to first aid records is restricted to individuals requiring access for reasons of medical treatment, workplace inspections, incident investigation, claims processing and appeals and for reasons relevant to the School District's Health and Safety Program, including the gathering of statistics. The first aid records must be:

- Available for inspection by an officer of the board;
- Persons with access to first aid records must keep confidential the information contained in the records, except as required for the legitimate purpose of their access; and
- On request, a worker must be given a copy of first aid records for any treatment or report pertaining to the worker.

Hazard Classification

The type of work that you are performing will identify the hazard classification under the WorksafeBC Guidelines and will be clearly indicated in the District’s annual First Aid Assessment.

9.3 First Aid Facilities

The first aid room **should** only be used for first aid purposes. During the worker orientation, it is a requirement that the new or transferred employee is made aware of the location of the closest first aid facility to his/her work area. The first aid facility will:

- Be located as near as practicable to the work area or areas it is to serve;
- Have the appropriate equipment and supplies; and
- Meet legislative requirements.

9.4 First Aid Attendants

Attendant’s Authority

The first aid attendant is in complete charge of all first aid treatment of an injured worker until:

- A place of medical treatment is reached;
- The worker is passed to BC Emergency Health Services acceptable to the board, or
- Responsibility for treatment is accepted by an attendant with a higher level of certificate, a physician, a registered nurse with a valid Intermediate or Advanced certificate, or person licensed as an Emergency Medical Assistant Level 1 or higher by the BC Emergency Health Services (BCEHS) under the Health Emergency Act.

9.5 First Aid Drills

Drills for first aid provide the employer and workers with an opportunity to test the effectiveness of first aid procedures. Drills provide workplace parties with a chance to practice their roles and responsibilities, which helps to ensure an effective response in the event of a real emergency. Drills also provide an opportunity to identify and resolve potential challenges or deficiencies in the employer’s written first aid procedures.

Procedures and Processes that should be assessed during first aid drills include:

- The ability of first aid attendants or other workers to access equipment, supplies and first aid facilities;

- Workers' familiarity with how to call for first aid and the location of the first aid equipment;
- How effectively the first aid attendant(s) can be summoned and respond to both minor and serious injuries;
- How effectively an injured worker can be accessed and moved, and if there are any barriers present in the workplace;
- How effectively an injured worker can be prepared (packaged) and transported to an area accessible to BCEHS, if required;
- Whether first aid attendants are familiar with documentation and reporting requirements.

A first aid drill should include mock scenarios that support the evaluation of the effectiveness of the procedures listed above. If the workplace requires first aid equipment and procedures that exceed the minimum requirements of Schedule 3-A, those procedures should be incorporated into the annual drill.

BCEHS should not be contacted for the purpose of conducting first aid drills

9.5.1 Post Drill

The results of the drill and any subsequent changes to first aid procedures should be shared with all first aid attendants, as well as with the joint health and safety committee or worker representatives.

Availability of Attendant

The attendant must not undertake activities that will interfere with the ability to receive a request for first aid.

A Basic or Intermediate Attendant must only undertake activities that allow the prompt rendering of first aid in a clean and sanitary condition.

Qualification

The first aid attendant's original certificate must be copied and placed in their personnel file, prior to performing any first aid functions. The Attendant must have their certificate at the workplace and must produce the certificate for inspection at the request of an officer of the WorksafeBC (a photocopy is not acceptable proof of certification).