

## Appendix 3 – Summoning First Aid

### EMPLOYEES MUST REPORT AND HAVE ANY INJURY/ ILLNESS TREATED BY FIRST AID IMMEDIATELY

#### SUMMONING THE FIRST AID ATTENDANT: MINOR INJURY/ ILLNESS

Workers should report to front office to have the First Aid Attendant paged.

Then, meet the First aid Attendant where the first aid kit is located.

First aid kit is located at: \_\_\_\_\_ (enter room number / description)

Employees who cannot reach the first aid station should have the First Aid Attendant summoned to their location. The First Aid Attendant will bring the first aid kit to the location of the injured worker for treatment and assessment.

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The First Aid Attendant (with the consent of the injured worker) will make the decision whether the worker should be transported for medical attention.

The Attendant's decision of treatment or transport must not be overruled. The Attendant, however, does not have the authority to overrule a worker's decision to seek medical attention.

#### SUMMONING THE FIRST AID ATTENDANT: SERIOUS INJURY/ ILLNESS

Dial: 911

Arrange to meet the First Aid Attendant at the scene. Keep patient calm and still. The First Aid Attendant will make the decision whether an ambulance is required:

If an ambulance is required (injury is critical or severe) stay calm, speak clearly and relay the following information:

- Location of patient (*name of worksite, address entrance to use etc.*);
- How to get to the patient;
- Someone will be meeting the ambulance and directing them to the patient;
- Contact phone number so dispatch can call back;
- Mechanism of injury (*what happened*);
- Known injuries to the patient (*fractures, conscious, heart attack, etc.*).

If transporting the patient will not aggravate the injury, the First Aid Attendant will use (*taxi cab, company vehicle etc.*)

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#### EMERGENCY TELEPHONE LIST

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|----------------------------|--------------|
| AMBULANCE:                 | 911          |
| SMITHERS GENERAL HOSPITAL: | 250-847-2611 |
| HOUSTON MEDICAL CLINIC:    | 250-845-2294 |
| FIRST AID ATTENDANT(S):    | _____        |