

Appendix 5 – First Aid Procedures Report

School Name: _____

Equipment, supplies, facilities, first aid attendants and service available	Yes No		
Location of first aid	Yes	No	
How to call for first aid	Yes	No	
How attendant is to respond	Yes	No	
Authority of attendant	Yes	No	
Responsibility of employer to report	Yes	No	
Who calls for transportation	Yes	No	
Type of transportation	Yes	No	
Prearranged routes in/out of workplace and to medical treatment	Yes	No	
<i>Procedures posted/communicated to workers</i>	Yes	No	
<i>Attendants trained</i>	Yes	No	
<i>Persons authorized to summon transportation trained</i>	Yes	No	
<i>Effective communication</i>	Yes	No	
Between attendant and workers	Yes	No	Type:
For attendant to call for assistance	Yes	No	Type:
Attendant ready to receive worker/depart to where worker situated	Yes	No	
Backup for absent attendant provided	Yes	No	
<i>Date of last drill conducted</i>			
Record all injuries and exposure to contaminants	Yes	No	
Kept for 3 years	Yes	No	
Kept confidential	Yes	No	
Available for inspection by Board officer	Yes	No	
Workers permitted access to own records	Yes	No	
Personnel assigned to manage service	Yes	No	
Equipment, attendants, supplies, facilities, equipment always available	Yes	No	
Conduct assessment	Yes	No	
Establish and maintain equipment/ service	Yes	No	
Provide central first aid service	Yes	No	
Meets first aid service requirements in accordance with assessment	Yes	No	
Workplaces likely to create greater hazards identified	Yes	No	
Restrictions on access at peak work periods	Yes	No	
Separate maintenance of records	Yes	No	
Keep central records	Yes	No	