# Occupational First Aid Policy & Procedures

## Overview

Part 3 of the Occupational Health and Safety (OHS) Regulation specifies first aid requirements for BC workplaces. Prompt first aid can help minimize the severity of work-related injuries. It can also save our operation money by reducing costs related to medical treatment, as well as hiring and training costs if one of our employees is sidelined by an injury.

## Policy Statement

**COMPANY NAME** is committed to ensuring that appropriate first aid is provided as quickly as possible for any injured employee. We will provide and maintain a first aid program for the purpose of minimizing the suffering related to job-related injuries and illnesses, reducing absenteeism, maintaining productivity and meeting WorkSafeBC regulatory requirements.

Where required, **COMPANY NAME** will provide and maintain first aid services, supplies, equipment, and emergency transportation as specified by the *Workers Compensation Act* and the OHS Regulation. First aid services, supplies, equipment, and emergency transportation will be kept clean, dry, and ready for use and be readily accessible at anytime a worker works in the workplace.

**COMPANY NAME** will provide and maintain appropriate first aid services, supplies and equipment suitable to the degree of hazards of the job, travel time to a hospital and number of employees as required by Part 3 of the OHS Regulation. At no less than what is required in Schedule 3A.

## Assessments

First Aid Assessments will be conducted for all workplaces. A first aid assessment will be completed using the AgSafeBC First Aid Assessment App <https://agsafebc.ca/tools/first-aid-assessment/>, or WorkSafeBC [first aid assessment worksheet](https://www.worksafebc.com/en/resources/health-safety/ohsr-searchable/first-aid-assessment-worksheet?lang=en) to ensure we meet all regulatory requirements with regards to our program. The assessment will be posted in the assigned first aid location.

First aid services, supplies, equipment, and emergency transportation will be assigned based on the results of these assessments. First Aid Assessments must be reviewed annually or whenever a significant change affecting the assessment occurs in the operations. Annual first aid assessments will be conducted by the first aid attendant with the assistance of management.

## Responsibilities

### Management

* Ensure First-aid attendants are at least 16 years old and they hold a valid, current First Aid Certificate as approved by the Board.
* Ensure that the first aid attendant is provided an effective means for communication between themselves and the workers served and for the first aid attendant to call for assistance.
* Ensure that there are sufficient first aid attendants to cover all shifts and eventualities (e.g., vacation or sick time).
* Provide sufficient time for first aid attendants to treat, record and follow up on injuries.
* Ensure that first aid attendants are sufficiently trained to perform their first aid tasks, such as recording observations and making return-to-work assessments or referrals to medical aid.
* Ensure workers receive prompt first aid service and follow-up.
* Ensure workers are trained in the required First Aid procedures
* Monitor and inspect first aid records to ensure that all entries are complete and legible.
* Review first aid entries to ensure that an accident report is completed for all injuries referred to medical attention.
* Assign responsibility to a qualified first aid person to:
* Maintain the first aid equipment and supplies;
* Keep first aid supplies in a clean and tidy condition, ready for use;
* Ensure that observations pertinent to the injury treated are accurately recorded; and
* Ensure that all sections of the first aid records are complete.
* Ensure First Aid Assessments are reviewed annually.

### First aid attendants

* Maintain current required occupational first aid certification for the worksite;
* Ensure worksite is equipped with the required first aid services, supplies, equipment, and emergency transportation;
* Promptly provide workers with a level of care within the scope of the attendant’s training and regulations;
* Objectively record observed signs and symptoms of injuries and illnesses;
* Refer to medical attention any injuries and illnesses recognized as being serious or beyond the scope of the attendant’s training;
* Be physically and mentally capable of safely and effectively performing the required duties.
* Inform the worker’s supervisor if a worker is sent to medical treatment to ensure that an accident investigation is started;
* Inform the worker’s supervisor when an injured worker requires a job or task accommodation to maintain attendance at work;
* Complete a first aid report for all injuries or illnesses;
* Ensure First Aid Assessments are completed for all workplaces and are reviewed annually.

### Workers

* Immediately report all injuries and incidents to their immediate supervisor;
* Fill out Form 6A as required by the Company;
* Report injuries as required to WorkSafeBC;
* Actively participate in the Company’s Return to Work Program.

## Inspections

**COMPANY NAME** will assign a first aid attendant to ensure that all First aid services, supplies, equipment, and emergency transportation are inspected at least monthly to ensure they are stocked, in good condition and readily available.

First aid attendants will use the **COMPANY NAME** First Aid Checklists.

## Records

All First aid attendants will have access to the First aid record book and First Aid Reports. These will be located at all first aid stations.

First aid records and statistics will be kept for at least three years and will be regularly reviewed by management to determine trends and recommend corrective actions. First Aid records are confidential and shall only be disclosed as per the Regulations and must be made available for review by an Officer.

Workers may request or authorize access to their first aid records for any treatment or report about themselves.

## Multiple Employer Workplace

If workers of 2 or more employers are working a workplace at the same time, the Prime Contractor must conduct an assessment of the circumstances of the workplace in relation to all workers in the workplace. The Prime Contractor must do everything reasonably practicable to establish and maintain the required first aid equipment, supplies, facilities, attendants and services.

## Procedures:

**COMPANY NAME** will keep up-to-date written procedures for providing first aid at the worksite. These procedures will be posted conspicuously throughout the workplace. The first aid attendant and those responsible to call for transportation for injured workers will be trained in the procedure. All employees will be trained in Injury Reporting, How to call for First Aid and the Company’s Return to Work Program. These procedures will be reviewed annually.

## Injury Reporting

Workers who sustain a job-related injury or illness, regardless of seriousness, are required to immediately report it to the first aid attendant for treatment and recording and must also report it to their immediate supervisor. If medical treatment is required, employees are entitled to choose their own medical practitioner. A [WorkSafeBC Form 6A](http://www.worksafebc.com/forms/) must be completed by any worker injured on the job and submitted to **COMPANY NAME** at the earliest opportunity.

The first aid attendant will be in charge of all first aid treatment of injured workers until medical aid is available. Supervisory personnel will not attempt to overrule the first aid attendant’s decisions related to first aid or emergency transportation.

Injuries that arise as a result of employment with the company will be reported to WorkSafeBC within three business days by submitting [WorkSafeBC Form 7](http://www.worksafebc.com/forms/) if any of the following conditions occur:

* The worker loses consciousness following the injury.
* The worker is transported to or directed to go for medical treatment.
* The injury is one that obviously requires medical attention.
* The worker states that he or she intends to seek medical attention.
* The worker has received medical treatment for the injury.
* The worker is unable or claims to be unable to return to his or her usual job as a result of job-induced injury, on any workday subsequent to the day of injury
* The accident results in or is claimed to have resulted in the breakage of eyeglasses, dentures, hearing aids or prosthetic devices.
* WorkSafeBC or the worker requests that an Employer’s Report of Injury or Occupational Disease (Form 7) be submitted to WorkSafeBC.

## Transportation:

**COMPANY NAME** will provide transportation to the hospital or doctor’s office when necessary, following an injury or illness. Depending upon the severity of the injury or illness, the mode of transportation will be either:

* an ambulance,
* taxi, or
* company vehicle.

The First Aid Attendant will decide if an ambulance is required and will appoint someone at the scene to call 911 and report back to them.

If the injury is not life threatening and an ambulance is not required, the Supervisor will appoint an appropriate vehicle or will call for a taxi.

When taking a taxi or company vehicle, the injured worker will be accompanied by the first aid attendant or designate, along with appropriate first aid supplies.

**COMPANY NAME** will provide taxi slips for rides to and from the hospital for the injured employee and the attending first aider or designate.

## Air transportation

If air transportation is the primary or only method for transporting an injured worker, before the start of operations, arrangements must be made with an air service to ensure that an appropriate aircraft is reasonably available to the workplace during those operations. This arrangement must include procedures for:

* The employer to determine the availability of appropriate aircraft before the start of each workday; and
* The air service to notify the employer if an appropriate aircraft ceases to be available.

A system must be provided that enables the pilot of the aircraft and the first aid attendant attending an injured worker to communicate at all times when the aircraft is in transit to the location of the injured worker and during transport of the injured worker to medical treatment.

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