

AP 4201 Appendix C: Site-Based First Aid Information

Purpose: This document outlines the procedures for providing first aid at the workplace, ensuring compliance with WorkSafeBC safety regulations. These procedures are reviewed annually and made available at all worksites and to be posted on Health and Safety boards.

General Information

Site: _____
 Date: _____
 School Year: _____

First Aid Provisions

Equipment and Supplies. First aid kits are inspected regularly and replenished as needed.

A fully stocked first aid kit is available at: _____

First Aid Room. The room is maintained in compliance with WorkSafeBC safety requirements.

A designated first-aid room (if applicable) is located at: _____

First Aid Attendant. A trained and certified first-aid attendant is available during all operational hours.

Name	Contact Information

Location and Communication

How to call for first aid: To summon the first aid attendant, dial _____ or use the workplace communication system (e.g., radio, public address system).

Emergency notification: In the event of an injury, notify the first aid attendant immediately.

Response Procedures

Upon notification, the first aid attendant will:

- Proceed to the injured person’s location with necessary equipment.
- Assess the situation and provide appropriate treatment based on training.
- Notify the supervisor as soon as possible.

Addressing Barriers to First Aid

If access is obstructed (e.g., by equipment or remote locations) alternative routes will be used as prearranged and outlined by the first aid attendant. Employees trained in emergency response will assist with moving the injured individual.

Authority and Responsibilities

Authority of the first aid attendant. The first aid attendant determines the appropriate treatment at the worksite. Workers must follow instructions unless overruled by a healthcare professional.

Reporting responsibilities

Supervisors must report Worker's Report of Injury or Occupational Disease to Employer (Form 6A) injuries to:

- Manager of Safe Schools & OHS
- HR Advisor

Supervisors must report School Protection Program (SPP) Submissions:

- Secretary-Treasurer

Transportation of Injured Workers

The first aid attendant will notify the supervisor of the need to arrange transportation.

Transportation Method: Ambulance services for emergencies, dial 9-1-1

As per the Worker's Compensation Act 33.29 (1) The employer must provide and pay for the immediate conveyance and transportation of an injured worker to the location of initial medical treatment of a work-related illness or injury. (2) The employer's obligation under subsection (1) is to the nearest hospital, or to the nearest physician or qualified practitioner prepared to accept responsibility for the required treatment.

Prearranged Routes

Workplace access routes. Emergency vehicle access routes are the entrances of each location. These routes are maintained to ensure unobstructed entrances and exits.

Review and Posting

These procedures are reviewed annually during safety meetings and updated as needed. Copies of this Appendix must be posted on the Safety Bulletin Boards.

Prepared by: _____ Date: _____
Reviewed by: _____ Date: _____