

## **3.3 FIRST AID POLICY**

### ***Overview***

The Association is committed to providing and maintaining first aid facilities and services at each work location for the treatment of injuries sustained by employees, volunteers and individuals we serve. First aid services and equipment shall meet the minimum required standards as per WCB Regulations.

### ***Regulations and Guidelines***

BACI will comply with current and applicable regulations through the Worker's Compensation Board and Occupational Health and Safety Regulations.

### ***First Aid Qualifications***

All employees working directly with children or adults are expected to possess Standard First Aid Certification and training in Cardiopulmonary Resuscitation (CPR).

### ***First Aid Attendants***

Sites with more than 10 workers (Still Creek) or sites of an industrial nature (Wood-working) will have a First Aid Attendant who is qualified as per WCB Regulations.

The First Aid Attendant shall be in complete charge of all first aid treatment to injured employees, trainees, contractors and visitors until medical aid is available. Any decision made by the First Aid Attendant shall not be over-ruled by supervisory personnel. The first aid attendant shall also make the decision whether an injured employee should be transported to a hospital or other place of medical treatment.

### **The First Aid Attendant is also responsible for ensuring:**

- that the first aid supplies are inspected and maintained regularly;
- the maintenance of conspicuous signs indicating the location of, and how to call for, first-aid help;
- that the minimum number of certified First Aid Attendants required by the Workers' Compensation Board are always on site during the hours of operation;
- that proof of qualification is available at the workshop;
- that all incidents are documented following the Workers Compensation Board requirements;
- provision of a monthly report of all incidents and complaints relating to First Aid to the Health and Safety Committee, including the number and type of incidents; and

### ***Record Keeping***

Records of first aid treatment will be documented by the first aid attendant or other person rendering first aid. Treatment information shall include:

- a) the full name of injured employee
- b) the date and time of the injury or complaint of illness
- c) the date and time the injury or illness was reported to the employer or representative
- d) the names of the witnesses
- e) a brief description of how the injury or illness occurred
- f) a brief description of the nature of illness or injury
- g) a description of the treatment rendered and any arrangements made relating to the injured employee

For all injuries or illnesses that are referred to medical attention, a Workers' Compensation Board Form 7A will be completed and copies stored in a secure location;

for all injuries or illnesses that require treatment by the First Aid Attendant and/or are referred to medical attention, a Workers' Compensation Board Form 55M60 will be completed, a copy sent with the patient going to medical aid and work site copy stored in a secure location.

Treatment records shall be reviewed regularly by the Occupational Health and Safety Committee to determine trends and common causes that will assist in preventing similar future incidents.

### **First Aid Facilities and Supplies**

Sites will be provided with first aid facilities and supplies to comply with WCB Regulations.

	Workers/ shift	Location	Facility required	Supplies required	First Aid Certificate required
"B" Hazard Classifica- tion	6-25	Woodworking	None	Level 1 Kit	Level 1
"C" Hazard Classifica- tion	2-10	All Residential and child care sites; most day program sites	None	Basic Kit	None
	11-50				
	51-100	Still Creek	Dressing Station	Level 2 Kit	Level 2