



# Lonnie's Hotel

## First Aid Procedures

### Available Equipment, Supplies, Facilities, First Aid Attendants, and Services

Jamie Jones ( <b>Lead</b> )	Intermediate First Aid (Expires: March 2027)	123-456-7890 Ext: 001
Sarah Lee	Basic First Aid (Expires: July 2028)	123-456-7890 Ext:002
<b>Intermediate First Aid Kit</b>	3	front desk (in drawer), lunchroom (beside fridge), maintenance shop (on north wall)
<b>AED</b>	1	(beside north door)

### Location and How to Call for First Aid

Summoning First Aid: Workers are to obtain First Aid by walking into the First Aid Room or contacting “dispatch” on:

- Radio (Channel 1)
- Phone (604-555-5555 x 228 or 228 on any local phone)

Workers are encouraged to assess whether their injury is minor or major in nature when determining if they can go to the First Aid Room to seek First Aid, or wait for First Aid to come to them.

**First Aid Response Times:** First Aid Attendants are required to respond to any workplace injury within 10 minutes. If the First Aid attendant cannot respond within 10 minutes to a major injury, Emergency Services are to be initiated.

### First Aid Response Details

#### Managing Regular Duties While Responding to a First Aid Call:

- First Aid attendants are regular workers with an extra duty of providing First Aid to injured workers.
- When responding to a First Aid call, the First Aid attendant is responsible for contacting their direct supervisor or manager to initiate coverage for their regular tasks.
- Responding to an injured worker takes priority over all other duties.

For **serious incidents** all attendants will respond but the highest-certified attendant (Intermediate) will be the lead attendant. For **minor injuries**, any attendant can assist but should consult with the lead attendant for additional care recommendations.

### First Aid Attendant Authority

First Aid attendants hold the authority of determining care for injured workers and must not be over-ruled by supervisors or managers. This includes decisions on:

- The necessity of transporting the worker to the hospital
- The method of transportation
- The necessity of a First Aid attendant accompanying the injured worker to medical aid
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**Note:** Workers do have the right to refuse treatment, however, may still be required to seek further assessment depending on the injury sustained to ensure they are fit for returning to their duties.

To meet obligations identified in the “Duty to Cooperate” legislation, the injured worker, along with the first aid attendant, and the injured worker’s supervisor shall work together to identify potential suitable work for minor, Stay-at-Work injuries. For more information on this, refer to the Injury Management section of the OHS Program Manual.



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### Management of Barriers to First Aid

**Relocation of Injured Workers Onsite: Our workplace has 3 less-accessible areas where injured workers would need rescue services.**

- **Ski Slopes:** First Aid attendants (2 needed) are to relocate the injured worker using a patient toboggan from the slope to the First Aid room located on the east side of the parking lot. Additional supplies and equipment based on injury may be used such as backboards, splints, etc. Mode of transport may be either pulling the toboggan by snowmobile or manually by skiing with a tailgunner.
- **Dock/Wharf:** First Aid attendants (2-6 needed) are to relocate the injured worker using applicable First Aid supplies and equipment such as backboards, splints, and a basket stretcher from the dock to the First Aid room located on the east side of the parking lot. Additional supplies and equipment based on the injury may be used. Mode of transport may be either by rolling gurney or manually carrying a stretcher.
- **Confined Spaces:** Please refer to the Confined Space Rescue Plan for more information.

### Transportation Methods (onsite and to medical aid)

Transporting an Injured Worker to Medical Aid: We, as the employer, are responsible for transporting injured workers to medical aid, when needed. Based on whether the injured worker is stable or unstable, the following methods of transport may be considered.

A **Stable Patient** may be transported by:

- Personal emergency contact, friend, or family member in personal vehicle
- Transit, taxi, ride-share, or other mode of transportation deemed reasonably acceptable

An **Unstable Patient** may be transported by:

- Certified ETV that meets all requirements set out in Schedule 3-A, driven by a trained worker, located on the east side of the parking lot
- Ambulance or Air Ambulance initiated through 9-1-1

#### Additional Notes for Transportation:

- Moving or repositioning the patient, especially unstable patients, while in transit may only be done by the direction of the First Aid attendant. *\*\*add more detail, if necessary\*\**

Directions to the nearest hospital (Vancouver General Hospital)

- [Link directions here](#)

Dispatch, Direct Supervisor, and HR Representative share the responsibility to ensure the injured worker's emergency contact is notified of injury and transportation to medical aid.

