

OCT 16 2024

NEW FIRST AID REGULATION

PART 2: UNDERSTANDING PROCEDURAL
CONSIDERATIONS

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**Industry
Health and Safety**

welcome

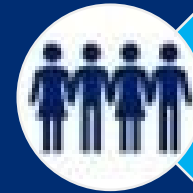


WHO WE ARE

go2HR is BC's
tourism and
hospitality
human resource
and health &
safety
association.



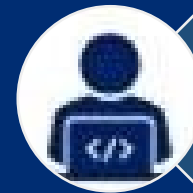
Health & Safety



Human Resources



Industry Training



Research and Strategy

go2HR exists to drive **strong workforces** and **safe workplaces** to deliver world-class tourism and hospitality experiences in BC



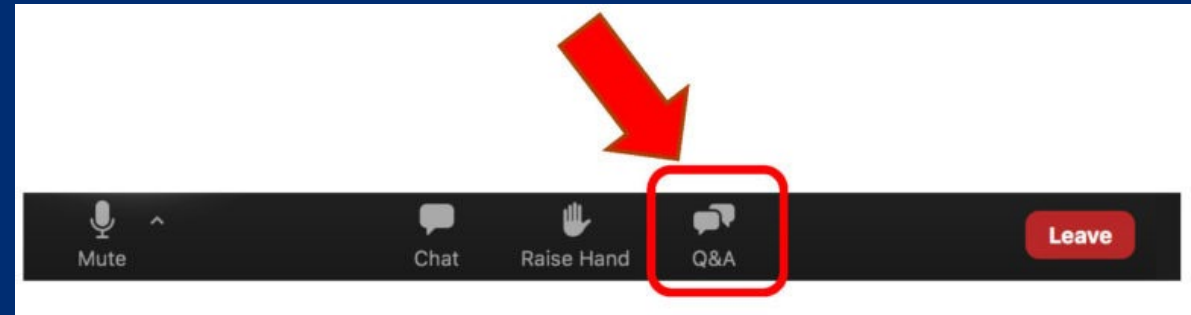
FOLLOW UP FROM LAST WEEK

- Overview of the changes with Tim Pryde from WorkSafeBC
- How to conduct a First Aid Assessment
- What resources are available
- Q+A

TODAY'S PRESENTATION

- Regulatory Requirements for Written Procedures
- Industry Best Practices
- Available Resources & Support
- Q&A

HAVE QUESTIONS?

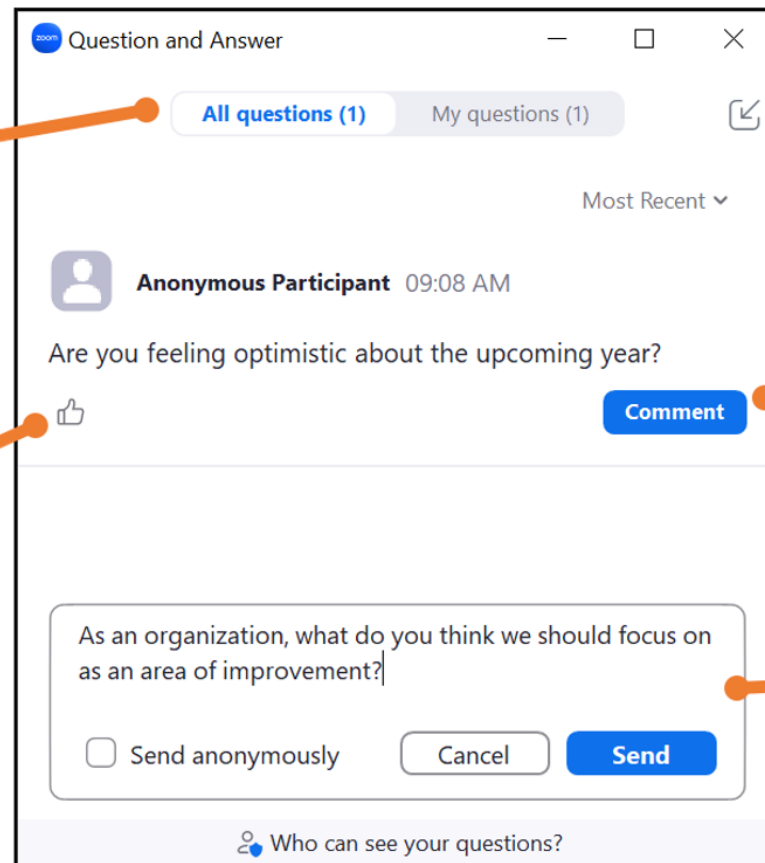


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REGULATORY REQUIREMENTS

[OHS Regulation Part 3.17](#)

[OHS Guidelines 3.17](#)

PROCEDURE REQUIREMENTS

Written FA Procedures Must Include:

1

- Equipment, Supplies, Facilities, FA attendants, and Services Available

2

- First Aid Location and Contact

3

- FA Attendant Response

4

- FA Attendant Authority

5

- Managing Barriers to FA

6

- Transportation Methods

1

EQUIPMENT, SUPPLIES, FACILITIES, FA ATTENDANTS, AND SERVICES AVAILABLE

Written FA Procedures Must Include:

- Names of FA Attendants & Certification Levels
- FA Equipment & Supplies

Example:

First Aid Attendants:

- Jamie Jones (Intermediate First Aid)
- Sarah Lee (Intermediate First Aid)

First Aid Kits & Additional Supplies:

- 3 Intermediate First Aid Kits – front desk (in drawer), lunchroom (beside fridge), maintenance shop (on north wall)
- 1 AED – main entrance (beside north door)



1

EQUIPMENT, SUPPLIES, FACILITIES, FA ATTENDANTS, AND SERVICES AVAILABLE

*Key Considerations for Workplaces with Multiple FA Attendants:

- Lead Attendant Designation & Consultation
- Response Procedure Considerations
- Transfer of Care

Table 3-3

Minimum Requirements for Class 3 Workplaces

Column 1 Workers present	Column 2 Low hazard rating	Column 3 Moderate hazard rating	Column 4 High hazard rating
2 – 9	<ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant 	<ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) 	<ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport)
10 – 19	<ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) 	<ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) 	<ul style="list-style-type: none"> • Advanced first aid kit • Basic first aid attendant (transport) • Advanced first aid attendant
20 – 49	<ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant

2

FIRST AID LOCATION AND CONTACT

Written FA Procedures Must Include:

- How Workers are to Call for FA
- Expected FA Attendant Response Times
- Location of FA Equipment/Supplies



2

FIRST AID LOCATION AND CONTACT

Example:

Summoning First Aid:

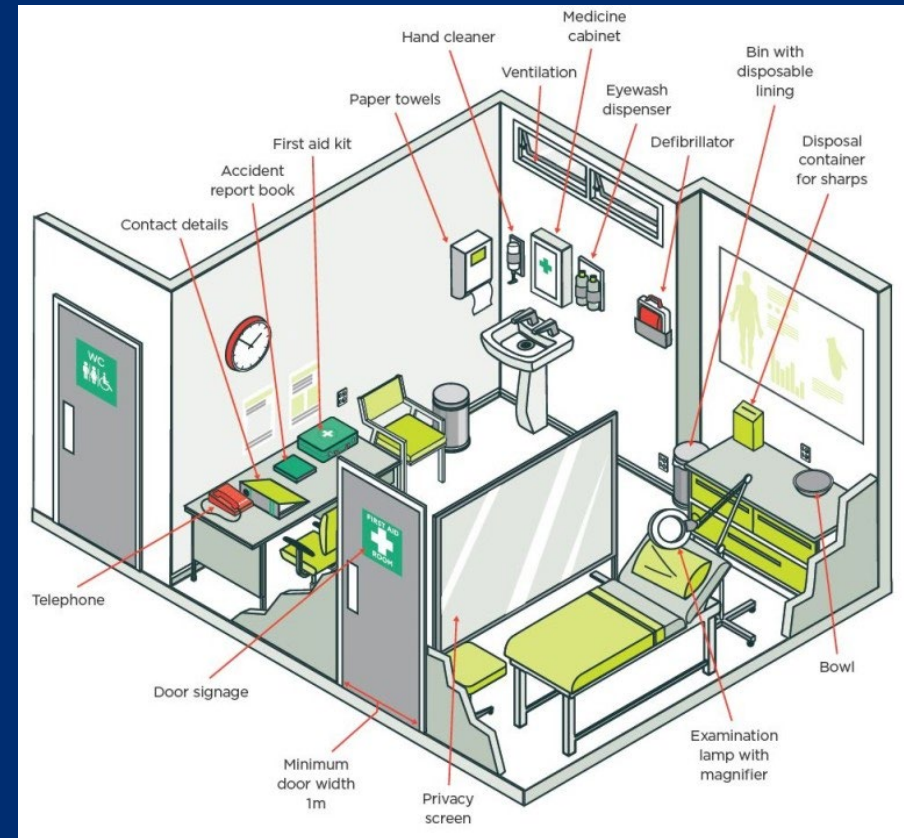
Workers are to obtain FA by walking into the FA Room or contacting “dispatch” on:

- 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 FA Room to seek FA, or wait for FA to come to them.

FA Response Times:

FA Attendants are required to respond to any workplace injury within 10 minutes. If the FA attendant cannot respond within 10 minutes to a major injury, Emergency Services are to be initiated.



3

FA ATTENDANT RESPONSE

Written FA Procedures Must Include:

- Managing Regular Duties While Responding to Emergencies

Example:

Managing Regular Duties While Responding to a FA Call:

- FA attendants are regular workers with an extra duty of providing FA to injured workers.
- When responding to a FA call, the FA 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.



4

FA ATTENDANT AUTHORITY

Written FA Procedures Must Include:

- FA Attendants are In-charge of FA Management of Injured Workers Including:
 - Further Care
 - Transportation Decisions
 - Accompaniment During Transport
- Workers Have the Right to Refuse Treatment
- Cannot be Over-ruled by Supervisors or Managers

4

FA ATTENDANT AUTHORITY

Example:

FA Attendant Authority:

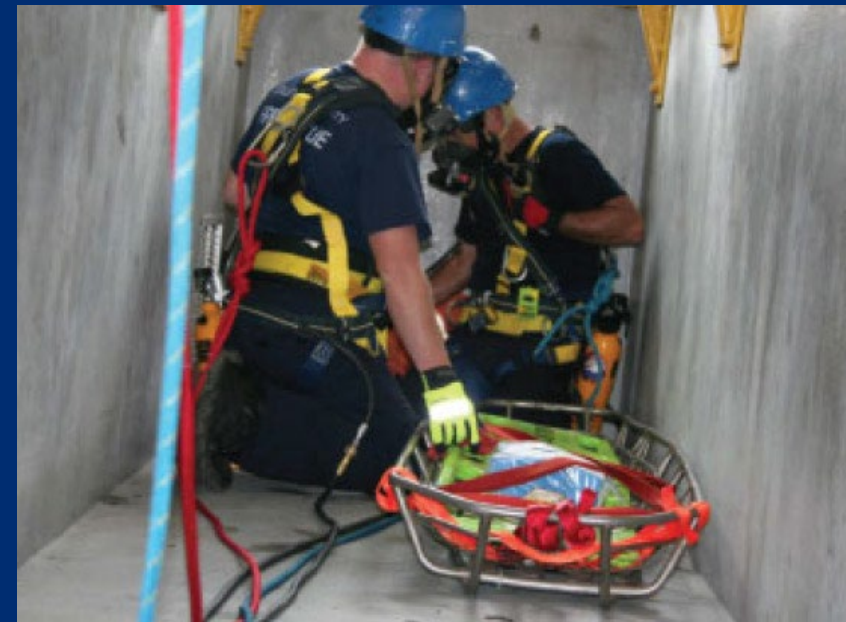
- FA attendants hold the authority of determining care for injured workers and must not be over-ruled by supervisors or managers. This includes decisions on:
 - The necessity of transporting the worker to the hospital
 - The method of transportation
 - The necessity of a FA attendant accompanying the injured worker to medical aid
- 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.
- In an effort 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.

5

MANAGING BARRIERS TO FIRST AID

Written FA Procedures Must Include:

- Safely Relocating Injured Workers Onsite From Less-accessible to Accessible Areas
- Referencing Specific Rescue Procedures Developed for Relocating Injured Workers



5

MANAGING BARRIERS TO FA

Example:

Relocation of Injured Workers Onsite:

Our workplace has 3 less-accessible areas where injured workers would need rescue services.

- 1) **Ski Slopes:** FA attendants (2 needed) are to relocate the injured worker using a patient toboggan from the slope to the FA 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.
- 2) **Dock/Wharf:** FA attendants (2-6 needed) are to relocate the injured worker using applicable FA supplies and equipment such as backboards, splints, and a basket stretcher from the dock to the FA 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.
- 3) **Confined Spaces:** Please refer to the Confined Space Rescue Plan for more information.

6

TRANSPORTATION METHODS

Written FA Procedures Must Include:

- Transportation of a Stable Patient
- Transportation of an Unstable Patient
- Includes:
 - Responsibilities
 - Directions
 - Instructions for Moving the Patient During Transport
 - Location of the ETV, if applicable
 - Communication Instructions with Emergency Contacts



6

TRANSPORTATION METHODS

Example:

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
 - Company-vehicle driven by trained worker in designated transportation vehicle (i.e. ETV or otherwise) located on east side of the parking lot

6

TRANSPORTATION METHODS

Example (cont'd):

- 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 FA 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.

ADDITIONAL WORKSAFEBC CONSIDERATIONS

- Reporting Injuries to WorkSafeBC **Guidelines Only!*
- Maintaining the FA Program:
 - Assigning roles and responsibilities for:
 - Scheduling FA attendants to ensure adequate coverage
 - Managing alternative FA services during unplanned absences of FA attendant(s)
 - Tracking and scheduling recertifications of FA attendants
 - Regularly inspecting and replenishing FA supplies and equipment
 - Inspecting and maintaining ETVs
 - Communicating program specifics to all workers
- Ensuring FA Programs are Inclusive of All Workers:
 - Equipment, Accessibility, and Worker Engagement



INDUSTRY BEST PRACTICES

Worker vs. Guest First Aid
Injury Management & RTW
Critical Incident Response & Stress
Management

WORKER VS GUEST FIRST AID

Similar In

- Duty of Care to Provide FA
- Relocating Patients

Different In

- Documentation
- Transportation Options
- Injury Management & Follow Up



WORKPLACE INJURY MANAGEMENT

1

- Bridging the gap from FA to the Return-to-Work Process

2

- Benefits of Integrating an Injury Management Program

3

- RTW Paths (SAW, RAW, RTW)

4

- Psychological Considerations



MANAGING CRITICAL INCIDENTS

In-house Supports

- Manager/Supervisor, HR Support
- EAP, Free Counselling

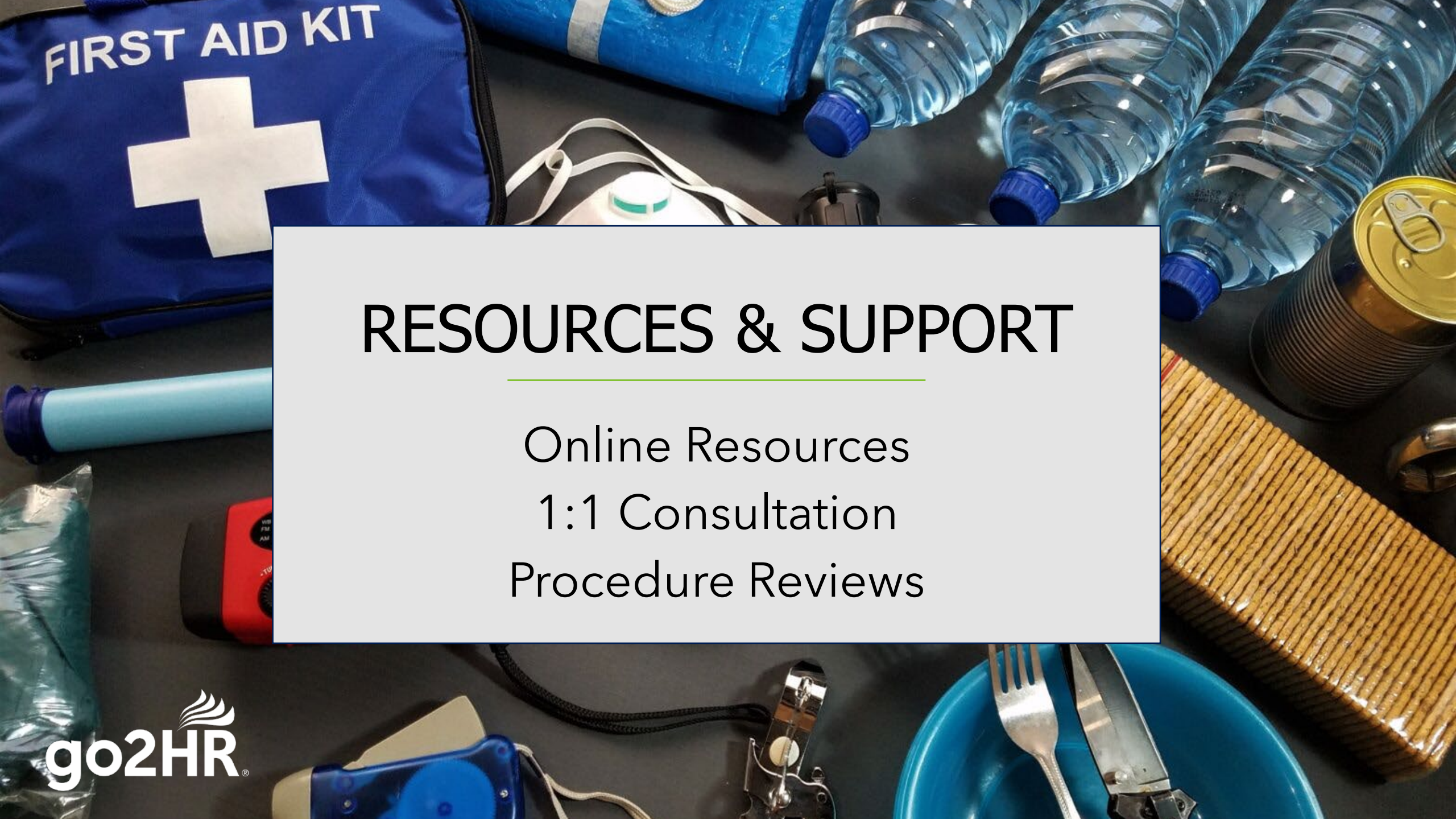
Mountain CISM

- Available to Ski & Related Industries
- Post-incident Peer Support Program

WorkSafeBC CIR Program

- Available to All Employers, All Sectors
- Post-incident Professional Support Program



A top-down view of various outdoor and survival items. In the top left is a blue first aid kit with a white cross and the text 'FIRST AID KIT'. To its right are several clear plastic water bottles with blue caps. Below the first aid kit is a blue sleeping pad. In the bottom left, there's a blue tent. In the bottom right, a blue plate holds a silver fork and knife. A yellow can is also visible on the right side.

RESOURCES & SUPPORT

Online Resources
1:1 Consultation
Procedure Reviews

ONLINE RESOURCES

- go2HR's One-Pager on FA Procedures **new*
- [OHS Regulations & Guidelines \(WorkSafeBC\)](#)
- [go2HR Injury Management](#)
- [Supporting Employee Mental Health Post-Injury](#)
- RTW Coordinator Training (upcoming – full, join the waitlist!)
- [Mountain CISM](#)
- [WorkSafeBC CIR Program](#)



1:1 SUPPORT

First Aid Consultations

- Assist in Procedure Development
- Procedural Review
- Psychological H&S Consultations

Email us your Questions:

- safety@go2hr.ca
- [Contact Us Form](#)



QUESTIONS



Submit your questions via the Q+A
at the bottom of your screen

All questions will be answered and
provided post webinar

WHAT'S NEXT

Update your First Aid Procedures

[Request a FA Consultation or Procedural Review](#)

NEXT WEBINAR: DRILLS AND TRAINING

- October 23rd at 11:00 am

