

# Training & Drill Considerations for BC's New First Aid Requirements

Effective November 1, 2024, WorkSafeBC has implemented new requirements for workplace first aid procedures in BC. go2HR has summarized the new requirements, assisting employers in the Tourism and Hospitality Industry to implement the new Regulation.

## Workplace Site-specific Training for FA Procedures must be conducted at workplaces, including:

First Aid Procedures should be posted in suitable locations around the workplace. For example, the Safety Notice Boards or by communication devices like radios or phones.

**Note:** If posting is not practicable, other measures ensuring the information is effectively communicated to workers on an ongoing basis is acceptable.

First Aid Attendants should be trained on their responsibilities in the First Aid Program including:

- Providing First Aid to the level of care within their scope of training
- Completing Documentation such as First Aid Records
- Referring Injured Workers to Medical Aid
- Their Authority as a First Aid Attendant
- Transferring Care of an Injured Worker

## First Aid Drills Must be Conducted at Workplaces According to the New Regulation.

The drill is used to determine if the procedures are effective and if workers, first aid attendants and transport assistants are capable of fulfilling their responsibilities.

A drill must be completed at **least once annually** and **whenever the procedures change significantly**. For example:

- change in required transportation methods
- substantial change in the method for summoning the FA attendant (i.e. communication procedures change from operational to non-operational season)
- change in the workplace class
- change in the level of FA certification required
- change to rescue procedures that impact FA procedures

## Steps to Developing a First Aid Drill:

1. Review the First Aid Assessment and Procedures to determine procedural factors to include in your drill
2. Review Industry and Workplace Injury Trends to Determine Common and Severe Injuries
3. Develop a Plan for Your Workplace Including
  - Date & Time that Works in Conjunction with Your Operating Priorities
  - Scenario Participants: Injured Party, Reporting Party, Bystanders, Observers, etc.
  - Communication Plan to Inform All Involved of the Planned Drill
  - Drill Debrief and Documenting Plan to Ensure Proper Follow-up is Completed

## Steps to Executing a First Aid Drill

1. Ensure your Pre-planning is complete
2. Execute your First Aid Drill as planned
3. Debrief the First Aid Drill to Identify Proficiencies and Deficiencies
4. Document the First Aid Drill and Plan to Rectify Deficiencies
5. Rectify and Document Deficiencies

## Examples of First Aid Drill Scenarios

### ACCOMMODATION

- Housekeeper sprained their wrist while repetitively vacuuming
- Maintenance worker got chemicals in their eye during routine water testing at the pool
- Groundskeeper broke their leg falling off a ladder trimming trees in the courtyard

### FOOD & BEVERAGE

- Bartender pulled their back while switching kegs in the back room
- Server broke wrist slipping and falling on wet floor
- Chef cut off the tip of their finger when chopping vegetables

### SKI HILL

- Snowshoe guide sustained a concussion from a “snow bomb” during a spring snowshoe tour
- Patroller broke their finger getting it caught in the drill bit when putting up a rope line
- Snow school instructor tweaked their back lifting a child onto the chair during a lesson

## Additional Considerations:

- Drills should not pose an undue hazard to worker safety, the public, or First Aid Attendants
- Do not Simply Review a Real First Aid Scenario in Place of a Drill
- Do not Activate External Emergency Services During a Drill
- Industry-specific Considerations Include but not limited to:
  - Guest Interactions (operating hours)
  - Staff Experience (foreign workers, seasonal workers, volunteers)
  - Weather Conditions (rain, snow, extreme temperatures)
  - Seasonal Fluctuations (staffing levels, # of visitors, events)
  - Transporting in and from Remote Locations (back country lodges, ski resorts)

