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| **Company:**  | **Date:**  |
| **INSTRUCTIONS:** Use the following table to identify tasks for completion as soon as practicable. When assigning responsibility and due dates, be as specific as possible. Use the information and linked resources to complete tasks to meet the new regulatory requirements for first aid. For more information on the new first aid requirements, [click here](https://www.go2hr.ca/explore-all-resources/health-safety/consultation-on-proposed-amendments-to-minimum-levels-of-first-aid-in-the-workplace).For webinar recordings and resources, [click here](https://www.go2hr.ca/explore-all-resources/health-safety/first-aid-regulations-webinar-series).  |
| **Task**(including brief description and resources) | **Assigned to**(Name & Department) | **Target Completion Date** | **Actual Completion Date** | **Reviewed by Manager**(Name & Date) | **Reviewed by JHSC**(Date; if applicable) |
| **Complete the First Aid Assessment(s)*** Consider doing separate assessments for differing staffing levels (i.e. day shift, overnight shift)
* FA assessments need to be conducted with consultation by worker representation (i.e. JHSC members)
* [Blank FA Assessment Worksheet](https://www.worksafebc.com/en/resources/health-safety/forms/first-aid-assessment-worksheet)
* [FA Assessment for Lonnie’s Hotel Example](https://www.go2hr.ca/wp-content/uploads/2024/10/First-Aid-Assessment-Worksheet-Lonnies-Hotel.pdf)
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| **Plan for New First Aid Training Requirements*** Ensure new trainees are getting the course that meets the new CSA standard (“basic”, “intermediate”, “advanced” as OFA Levels 1, 2, 3 are being phased out)
* Note: Level 2 certificates that expire before November 1, 2024 are being extended to November 1, 2024 to assist with a smooth transition to the new course requirements
* [First Aid Training Providers](https://www.worksafebc.com/resources/health-safety/information-sheets/first-aid-training-providers)
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| **Supplement First Aid Kits, Supplies, and Equipment** * First aid kits don’t need to be replaced, only supplemented to meet the new kit requirements.
* In addition to kit requirements, you may choose to add specialized supplies and equipment based on the types of injuries that may happen in your workplace.
* [FA Supplies, Equipment, and Facilities](https://www.worksafebc.com/en/resources/health-safety/information-sheets/first-aid-equipment-supplies-facilities)
* [Supplemental Supplies Lists to Convert Current FA Kits](https://go2hr-my.sharepoint.com/%3Ab%3A/g/personal/lburnett_go2hr_ca/EWeqhveEtq9AnfXtQxYkYNkBetIFFQtu6A9ikCT1Kta0HA?e=PhQgMc)
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| **Update the Workplace First Aid Policy & Procedures*** The FA procedure must include:
	+ what resources and services are available,
	+ the location of and how to call for first aid,
	+ what barriers are present and how they’re mitigated,
	+ the authority of first aid attendants,
	+ transportation guidance for onsite and to medical facilities, and
	+ inclusivity for all workers.
* The FA procedure must be posted in the workplace if practicable and adequately communicated to workers.
* [G3.17 of the FA Guidelines (pg 21-26)](https://www.worksafebc.com/en/resources/law-policy/discussion-papers/prospective-guidelines/g3-occupational-first-aid?lang=en)
* [Key Considerations for First Aid Procedures](https://www.go2hr.ca/explore-all-resources/health-safety/procedural-considerations-first-aid)
* [Key Considerations for Multiple First Aid Attendants](https://www.go2hr.ca/explore-all-resources/health-safety/workplaces-with-multiple-first-aid-attendants)
* [First Aid Procedures for Lonnie’s Hotel Example](https://www.go2hr.ca/explore-all-resources/health-safety/first-aid-procedure-example)
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| **Train All Staff on New Procedures*** Add or adapt new procedures to the Worker Health and Safety Orientation Content and Checklists
* Train existing staff on procedures. Various training methods could be used such as:
	+ scheduling a specific training session,
	+ creating and executing a safety talk on first aid program updates, or
	+ implementing a series of “hot topics” that include info on the various aspects of the new procedure.
	+ Note: It should include any new information like reviewing the procedure, available first aid kits, supplies and equipment.
* [New Worker Health and Safety Orientation Checklist](https://www.go2hr.ca/explore-all-resources/health-safety/new-employee-health-safety-orientation)
* [Group Training Log](https://www.go2hr.ca/explore-all-resources/health-safety/training-records)
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| **Create & Execute First Aid Drill(s)*** The objectives of the drill include ensuring:
	+ the procedures are effective,
	+ workers know how to call first aid, and
	+ first aid attendants and others identified in the procedures (i.e. transportation assistants) can effectively execute their responsibilities.
* Documenting the drill and drill debriefs are also required.
* First Aid Drills must be conducted on an annual basis or whenever a significant change to the procedure occurs.
* [G3.17(4) of the FA Guidelines (pg 26-29)](https://www.worksafebc.com/en/resources/law-policy/discussion-papers/prospective-guidelines/g3-occupational-first-aid?lang=en)
* [Key Considerations for First Aid Drills & Training](https://www.go2hr.ca/explore-all-resources/health-safety/training-drill-considerations-for-first-aid)
* [First Aid Drill Example](https://www.go2hr.ca/explore-all-resources/health-safety/first-aid-drill-report-example)
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