

# FIRST AID DRILL PLANNING

## Step 1: Review Company Stats

EMPLOYEES	SITE/LOCATION
Different shifts:	Hot spots where lots of workers are regularly located:
	Mobile workers moving around the site with no regular work location:
Different seasons:	Travel time from regular work areas to first aid supplies/room:
Managers on site:	Supplies and equipment locations:
<b>PREVIOUS RELATED INCIDENTS</b>	
Serious incidents:	
Common incidents:	
Near misses or potential/anticipated incidents:	
Sector (Classification Unit) Injury Insights: <a href="#">WorkSafeBC Industry Claim Analysis (2019-2023)</a>	

## Step 2: Review Drill Objectives

### WORKPLACE FIRST AID DRILL

- ✓ Ensure that procedures are effective
- ✓ Ensure workers, first aid attendants, and other persons identified in the procedures are aware of and capable of fulfilling their roles and responsibilities
- ✓ Test internal emergency communication and transportation
- ✓ Identify any barriers or areas for improvement

## Step 3: Develop the Drill

### IDENTIFY DATE/TIME TAKING INTO CONSIDERATION:

- ✓ Regular scheduled operation
- ✓ Individuals onsite: managers, first aid attendants, emergency response team members, guests\*, etc

### IDENTIFY SCENARIO SPECIFICS

#### SPECIFIC BARRIERS OR CHALLENGES YOU WANT TO TEST

Communication challenges:

Access to equipment and supplies:

Transport barriers:

#### INJURY *(\*note: must be a worker injury)*

Who:

What:

Where:

When:

How:

#### REPORTING *(\*note: ideal reporting as per procedures)*

Who (self-report, secondary worker, etc):

What (injury details):

How (communication type):

- ✓ "Drill, drill, drill" announcement

#### INITIAL RESPONSE

Who will respond:

What supplies they will take:

How long will it take them (<10min\*):

#### SECONDARY ASSISTANCE

Additional personnel:

Additional supplies or equipment:

Transportation needed:

Additional reporting (i.e. to higher management, to WorkSafeBC for serious injuries, other governing agencies, etc.):

- ✓ Consider the continuance or suspension of regular tasks
- ✓ Safety during emergency drill (other staff, guests)

## Develop the Drill (continued)

### IDENTIFY DRILL PERSONNEL

Participants:

First Aid Attendants:

Observers and note takers  
(i.e. JHSC members, supervisors, etc):

Safety officers (for more complex drills – i.e. working  
from heights, electrical, equipment and machinery):

Debrief facilitator:

- Consult JHSC, Worker H&S Representatives, or Workers for input during the drill development stage

## Step 4: Communicate Drill Plan to Involved Parties (listed above)

- Ensure the drill is taken seriously by communicating management support and regulatory requirement
- Ensure everyone knows their role and responsibilities
- Identify the observers, note takers, and safety officers for everyone to know
- Communicate psychological impacts of drills and let participants know they can stop at any time if they experience psychological impacts or triggers
- Mention the debrief

## Step 5: Perform Drill!

- ✓ Initiate Drill
- ✓ Have observers and bystanders take notes for debrief
- ✓ Let the drill play out without intervention (unless safety is compromised or a real injury occurs)
- ✓ Demobilize the drill, gathering all personnel and equipment deployed during the drill including those on stand-by to stand-down

## Step 6: Document the Drill

- ✓ Complete the drill report
- ✓ Schedule follow up on corrective actions
- ✓ Review with JHSC/Workers
- ✓ Review with Senior Management

## Step 7: Debrief the Drill

### SET THE TONE

- ✓ Gather all involved parties
- ✓ Frame the conversation as a constructive, non-judgmental session to identify improvements and encourage honest feedback
- ✓ Explain available psychological supports and resources for workers experiencing triggers or stressful reactions related to the drill

### REVIEW THE SCENARIO

- ✓ Revisit the scenario details
- ✓ Have everyone introduce themselves and their role

### EVALUATE KEY OBJECTIVES

- ✓ Were written procedures effective?
- ✓ Was everyone involved able to perform their assigned duties adequately?
- ✓ Was the first aid attendant on scene within 10 min?
- ✓ Were there adequate equipment and supplies available?
- ✓ Was communication clear and effective?
- ✓ Was transportation smooth and efficient?

### ACKNOWLEDGE WHAT WENT WELL

- ✓ What went well?
- ✓ What strengths can be identified?
- ✓ Who performed well under pressure?
- ✓ Did you meet ideal response times?
- ✓ Was there effective teamwork?

### IDENTIFY AREAS FOR IMPROVEMENT

- ✓ What was challenging?
- ✓ What would you do differently next time?
- ✓ Were there issues with communication?
- ✓ Was the procedure followed as written?
- ✓ Is there a need/want for more training or drills?

### DEVELOP CORRECTIVE ACTIONS

- ✓ Use the Hierarchy of Controls
- ✓ Think outside the box
- ✓ Assign responsibility and timelines

### WRAP IT UP

- ✓ Thank everyone for their participation
- ✓ Encourage self-reflection beyond debrief
- ✓ Ensure corrective actions will be taken