

OCCUPATIONAL FIRST AID PROGRAM

PURPOSE

To provide first aid without delay to workers who suffer an injury or illness on UFV campuses, or when employees conduct field research, and to comply with, or exceed, regulatory occupational first aid requirements for workers as outlined in the WorkSafeBC [Occupational Health & Safety Regulation of BC, Section 3:14 - 3:21](#).

POLICY

UFV First Aid Attendants (FAA's) will provide immediate treatment to injured persons and are in charge of all first aid treatment until patient care is transferred to responding BC Ambulance Paramedics, an attendant with a higher level of certificate, a physician, a registered nurse with a valid Level 2 or 3 certificate or a person licensed as a First Responder or Emergency Medical Responder under the Emergency and Health Services Act. Any decisions of the FAA relating to treatment or transport of a patient cannot be overruled, and an attendant cannot refer a worker or student back to work or class until the attendant is satisfied that all treatment is complete. FAA's do not have the authority to overrule a patient's decision to seek, or choice of, medical attention.

PROGRAM OVERVIEW

First aid facilities and certified first aid attendants in the workplace are essential services to ensure that appropriate first aid is provided without delay. Therefore, UFV ensures that:

- A system is in place to summon the appropriate level of first aid response;
- Appropriate first aid facilities are available and stocked with equipment and supplies according to the regulatory requirements, and supported by the appropriate level FAA; and,
- A system is in place to arrange transport of injured/ill persons who require further medical treatment, beyond the scope of the first aid attendant's level of care.

ROLES AND RESPONSIBILITIES

DEPARTMENTS

Department Heads, Managers and Supervisors are responsible for conspicuously posting written procedures for provision of first aid in suitable locations throughout the workplace or, if posting is not practicable, adopt other measures to ensure that the information is effectively communicated to workers.

EMPLOYEES

All UFV employees are responsible for immediately reporting any incidents requiring first aid must be reported immediately by calling Campus Security at Local 7770 or 1-855-282-7770. The affect/injured person, their representative or a witness to the incident should complete the Incident Report Form (available online at: http://www.ufv.ca/ohs/Incident_Reporting.htm). Information on first aid response and incident reporting procedures is also available online at (http://www.ufv.ca/ohs/First_Aid.htm).

FIRST AID ATTENDANTS (FAA's)

First Aid Attendants are responsible for:

- Promptly providing first aid at a level of care within the scope of their first aid training;
- Objectively recording observed or reported signs and symptoms of injuries and illnesses in the first aid record book, and keeping these records for at least three years;
- Informing the person treated, about their responsibility to immediately report the incident on the OHS incident reporting system;
- Referring injuries and illnesses beyond the scope of their training to medical attention; and,

- Ensuring that supplies of first aid kits are inspected on a regular basis, at least every three months, and supplies are replenished

OCCUPATIONAL HEALTH & SAFETY OFFICE (OHSO)

OHSO is responsible for:

- Funding level 2 training for designated UFV attendants;
- Ensuring that the first aid program complies with WorkSafeBC regulatory requirements; and,
- Documenting and updating the written program for provision of first aid, including:
 - a) Outlining the required equipment, supplies, first aid facilities, FAA's and services
 - b) Location of the first aid facilities,
 - c) How to summon first aid,
 - d) Response and authority of the FAA,
 - e) UFV's responsibility to report injuries to the Board, and,
 - f) Review of the first aid program annually.

DOCUMENTATION OF RECORDS

OHSO

- Maintains Level 1 & Level 2 first aid training records for UFV FAA's;
- Maintains Hepatitis B vaccination records for FAA's; and,
- Maintains records of all incidents requiring first aid.

FAA's

- Maintain records of first aid provided for at least three years, and forward copies of these records to OHSO on a regular basis; and,
- Maintain records of inspections of first aid kits or first aid stations.

FIRST AID ATTENDANTS

REQUIREMENTS

A first aid attendant must:

- Have successfully completed the first aid training course or first aid examination developed or approved by the Board;
- Have a first aid certificate in good standing at the required level issued by the Board or a person recognized by the Board; and,
- Meet any other requirements determined by the Board for designation as a first aid attendant.

TRAINING

LEVEL 2 FIRST AID TRAINING

OHSO is in charge of level 2 FAA's and is responsible for ensuring that appropriate first aid training is provided and that certification is up-to-date.

CERTIFICATION

- First Aid certificates are valid for 3 years;
- Extensions of the duration of certificates are not permitted; and,
- A photocopy or other reproduction of a certificate is not acceptable as proof of certification

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

AED's are considered first aid equipment. AED training is included in the WCB's occupational first aid course curriculum and completion of the first aid course is sufficient for using AED's in the workplace.

Please note that the previous provisions in the WorkSafeBC OHS Regulation have been repealed in November 2010; therefore annual training or medical direction is no longer required.

TRANSPORTATION OF INJURED/ILL PERSONS

If the first aid treatment by the responding FAA is beyond the scope of the first aid training and the injured/ill person needs immediate medical treatment, Campus Security will arrange for transport to the nearest hospital by ambulance.

PROGRAM REVIEW

The First Aid Program shall be reviewed once a year in consultation by the OHSO. The program review should assess the following:

- Injured or ill workers are provided with swift first aid treatment;
- FAA's of appropriate level are available to students, visitors and employees;
- First Aid stations are in close proximity;
- First Aid stations are supported by qualified Level 2 FAA's; and
- First aid supplies are readily at hand, its stock inspected at least once every three months and replenished.

OCCUPATIONAL FIRST AID HAZARD RATING ASSESSMENT

HAZARD ASSESSMENT RATING

Hazard rating assessments must be carried out to determine the Occupational First Aid requirements for each campus, as outlined in the [WorkSafeBC Occupational Health & Safety Regulation, Section 3:14-3:21](#).

To determine the first aid requirements for each campus, the First Aid Procedure needs to be referred to and an assessment carried out by completing a [First Aid assessment worksheet](#), guided by the [First Aid Flowchart](#).

Below are the hazard ratings for each campus.

ABBOTSFORD CAMPUPS HAZARD RATING

Abbotsford Campus has been assessed to have a moderate risk environment. UFV Abbotsford Campus has a total of approximately 880 employees.

Rating of universities has an L (low) designation on the WCB hazard rating list under commercial building or school-municipal. A percentage of workers on Abbotsford campus are employed in high risk jobs, such as laboratory workers, housekeeping workers and Facilities Management workers, therefore, the hazard rating has been adjusted from low (L) to moderate (M).

WCB FIRST AID REQUIREMENTS

Abbotsford Campus	# of employees per shift	Within 20 min travel to hospital	FAA Level required	Facility Required
Regular working hours	76 +	Yes	Level 2	FA room
After hours	26 to 75	Yes	Level 2	Dressing station

DETERMINATION FOR THE FIRST AID REQUIREMENTS

- UFV is within 20 minutes travel to the nearest hospital, Abbotsford Regional Hospital and Cancer Centre, in Abbotsford.
- Employees on campus during regular working hours is greater than 76.
- Employees on campus after working hours is between 26 and 75.

REQUIREMENTS FOR MODERATE RISK WORKPLACE

During working hours:	Level 2 FA kit and First aid room
After working hours:	Level 2 FA kit and dressing station

A first aid room is required during regular hours. The first aid room is accessible after hours by the first aid attendants & security personnel.

CEP CAMPUS HAZARD RATING

CEP campus has been assessed to have a moderate risk environment. UFV CEP campus has a total of approximately 250 employees.

Rating of universities has an L (low) designation on the WCB hazard rating list under commercial building or school-municipal. A percentage of workers on CEP campus are employed in high risk jobs, such as trades faculty/workers, laboratory workers, housekeeping workers and Facilities Management workers, therefore, the hazard rating has been adjusted from low (L) to moderate (M).

WCB FIRST AID REQUIREMENTS

Chilliwack Campus	# of employees per shift	Within 20 min travel to hospital	FAA Level required	Facility Required
Regular working hours	76 +	Yes	Level 2	FA room
After hours	26 to 75	Yes	Level 2	Dressing station

DETERMINATION FOR THE FIRST AID REQUIREMENTS

- UFV is within 20 minutes travel to the nearest hospital, Chilliwack General Hospital, in Chilliwack.
- Employees on campus during regular working hours is greater than 76.
- Employees on campus after working hours is between 26 and 75.

REQUIREMENTS FOR MODERATE RISK WORKPLACE

During working hours:	Level 2 FA kit and First aid room
After working hours:	Level 2 FA kit and dressing station

A first aid room is required during regular hours. The first aid room is accessible after hours by the first aid attendants & security personnel.

AIRPORT HANGAR

The WorkSafeBC Regulation does not require First Aid provision at the Aerospace facility at the Abbotsford International Airport Hangar location. However, due to student teaching activities with machinery at this location, a minimum First Aid Attendant Level 2 is recommended during regular working hours and is currently present.