



SUBJECT: FIRST AID

1. Purpose

To positively affect the outcome of work-related illness and accidental injury. This requires the capability to administer to a range of afflictions from minor injuries to those which are lethal.

2. Scope

This policy applies to all UNBC locations, all other University owned property, University leased space and temporary field locations and field trips that are under the control of University operations and staff.

2.1 Requirements for Provision of First Aid UNBC

- 2.1.1 First aid equipment, supplies, facilities and services shall be readily accessible to employees or workers during working hours and to students at the Prince George Campus through the first aid service and operation of the UNBC First Aid Room.
- 2.1.2 An employee or worker who is assigned to work alone, more than 20 minutes travel time from first aid supplied by the employer, shall be provided with a personal first aid kit.
- 2.1.3 Signs clearly indicating the location of and how to call for first aid shall be:
 - a) posted conspicuously throughout the workplace, and
 - b) effectively communicated to employees and workers at the workplace and during orientation.
- 2.1.4 Every employee and worker shall be made aware of the location of first aid for the workplace and how to call for the attendant, if one is required.

3. Authority

The Risk & Safety Manager is responsible to the Vice-President (Administration and Finance) for the administration of this policy and the development of procedures.

4. First Aid Coverage - Prince George Campus

4.1 Security

Security personnel are available on campus on a 24 hour basis with an established communications system. First aid attendants from the security service shall provide the primary coverage. Security personnel providing coverage for the campus shall be a minimum Level 2 certified.

4.3 UNBC Health Centre

The UNBC Health Centre shall provide support to the first aid service when available within its hours of operation.

5. Procedures for Summoning First Aid - Prince George Campus

5.1 Campus (excluding Residence)

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- Ensure the accident scene is safe to avoid further danger to injured person or self.
 - Do not move the injured person unless there is a high risk of further injury or death. Keep calm and do not leave the injured unattended.
 - Summon first aid by calling Security at 3333 (or if in proximity to a pay telephone, press the yellow button labelled "S") immediately. If in proximity to an exterior Help Line Station, push button and speak. Report exact location of injured and the nature of injuries.
 - Be prepared to assist when directed by the first aid attendant.
 - ***Do not dial 911 directly.***

5.2 Campus Residence

- Ensure the accident scene is safe - no further danger to injured person or self.
- Do not move the injured person unless there is a high risk of further injury or death. Keep calm and do not leave the injured unattended.
- Summon first aid by calling Security at 960-7000 (or if in proximity to a pay telephone, press the yellow button labelled "S") immediately. If in proximity to an exterior Help Line Station, push button and speak. Report the exact location of the injured person and the nature of injuries.
- Be prepared to assist when directed by the first aid attendant.
- ***Do not dial 911 directly.***

6. Communications

- Dial 3333 from an internal office telephone.
- Dial 960-7000 from residence.
- Press the button at a Help Line Station.
- Press the yellow button labelled "S" on a campus pay telephone.

6.1 Callers will be connected to Security. Security shall dispatch a first aid attendant to the location via radio on the basis of proximity to the injured.

6.2 Security shall ensure that there has been a response to a call for assistance. If an ambulance is required, Security is responsible for initiating the call to the 911 service. ***Do not dial 911.***

7. Procedures for Transporting Injured Persons - Prince George Campus

7.1 Ambulance and Taxi Service

To summon an ambulance, contact Security at 3333. From Residence dial 960-7000. If in proximity to a Help Line Station, press button and speak. From a pay telephone press the yellow button labelled "S",

The decision of how or whether to transport a victim shall be the responsibility of the first aid attendant in charge.

If in the judgment of the first aid attendant in charge, ambulance service is not warranted, transport shall be arranged by the first aid attendant using an approved taxi service or other suitable means. Injured students and visitors may be offered this service if their condition does not warrant summoning the ambulance service. Vouchers for the taxi services shall be made available at the Security Office located in the Agora Building.

Where possible, Security shall meet the ambulance at the entrance to UNBC (intersection of Ceremonial Drive) and direct ambulance personnel to the appropriate location and entrance (if the victim is within a building).

7.2 Posting of Procedures

Procedures for transporting injured employees or students shall be posted conspicuously in the First Aid Room. All Occupational First Aid Attendants and Security personnel shall be informed of the procedures for transport.

8. First Aid Room Location - Prince George Campus

The First Aid Room on campus is located adjacent to the Security Office in the Agora Building (Room #7-209).

9. First Aid Room Maintenance and Inspections - Prince George Campus

The First Aid Room shall be maintained with supplies in accordance with Workers' Compensation Regulations.

Inspections of the First Aid Room shall be carried out on a monthly basis. Deficiencies noted must be reported immediately to the UNBC Risk & Safety Office.

10. First Aid Notice - Prince George Campus

A notice outlining the authority of the first aid attendant and the responsibility of the University to report injuries shall be conspicuously displayed in or near the First Aid Room.

11. First Aid Attendants' Supplies

Certified first aid attendants shall be equipped with supplies to ensure that immediate assistance can be rendered.

12. First Aid Kits - Prince George Campus Buildings

First Aid jump kits will be strategically located throughout the campus and shall be accessible to first aid attendants for use. Kits shall be appropriately identified and secured. Certified first aid attendants shall be acquainted with the location of all kits on campus. Level 2 first aid kits shall be routinely inspected.

13. First Aid Kits – Vehicles (Research)

13.1 Vehicles Operated During Work

A person assigned to work alone in a vehicle operated by UNBC and more than 20 minutes surface travel time from first aid shall be provided with a personal first aid kit.

A vehicle which transports two to five workers during the work shift shall be equipped with a basic first aid kit except where additional first aid is required where ambulance service is restricted.

13.2 Vehicles Operated To and From the University

Vehicles operated by UNBC which transport workers to or from the University, before or after a work shift, shall be equipped with a first aid kit as follows:

Seating Capacity (Including Driver)	Size of Kit
1 Worker	Personal Kit
2 to 6 Workers	Basic Kit
7 or more Workers	Level 1 Kit

14. First Aid Records

14.1 First Aid Record Book(s)

First aid attendants are responsible for recording all injuries and manifestations of disease reported or treated in a First Aid Record Book.

Each record must contain:

- a) the full name of the injured,
- b) the date and time of injury or report of illness,
- c) the date and time the injury or illness was reported to the injured's supervisor,
- d) the name(s) of witnesses,
- e) a description of how the injury occurred,
- f) a description of the nature of the injury or illness,
- g) a description of the treatment given and any arrangements made relating to the injured,
- h) a description of any subsequent treatment given for the same injury or illness, and
- i) the signature of the attendant or person giving first aid, and where possible, the signature of the employee or employee of the contractor receiving treatment.

The location (whether on or off campus) where the injury occurred shall be included in the description of how the injury occurred in order that accident trends can be analysed.

14.2 WCB Form 7A

A Form 7A shall be completed by the first aid attendant where an injury has arisen out of and in the course of employment or which is claimed by the employee or employee of the contractor and in the course of employment and the attendant becomes aware of any one of the conditions below:

- a) the employee or employee of the contractor loses consciousness following the injury, or
- b) the employee or employee of the contractor is transported or directed by a first aid attendant or other representative of the University to a hospital or other place of medical treatment, or is recommended by such person to go to such a place, or
- c) the injury is one that obviously requires medical treatment, or
- d) the employee or employee of the contractor states that he/she intends to seek medical treatment, or
- e) the employee or employee of the contractor has received medical treatment for the injury, or
- f) the employee or employee of the contractor is unable or claims that he/she is unable by reason of the injury to return to his/her usual job function on any working day subsequent to the day of injury, or
- g) the injury or accident resulted in or is claimed to have resulted in the breakage of an artificial appendage, eyeglasses, dentures, or a hearing aid, or
- h) the employee or employee of the contractor or the WCB has requested that an employer's report be sent to the Workers' Compensation Board.

The Form 7A shall be completed when required and submitted **within 24 hours** of a worker reporting to the first aid attendant. If impossible to submit the Form 7A within 24 hours, the first aid attendant shall submit it as soon as it is practical.

First aid records shall be maintained by the UNBC *Risk & Safety* Office for at least ten years as required under the Occupational First Aid Regulations.

15. Access to First Aid Records

- 15.1 Access to first aid records shall be restricted to individuals requiring access for reasons of medical treatment, workplace inspection, accident investigation, claims processing and appeals, and for reasons relevant to the workplace safety and health program, including the gathering of statistics or as otherwise required by law.
- 15.2 First aid records must be available for inspection by an officer of the WCB.
- 15.3 Persons with access to first aid records must keep confidential the information contained in the records, except as required for the legitimate purpose of their access or as otherwise required by law.
- 15.4 On request, an employee or employee of the contractor must be given a copy of first aid records for any treatment or report pertaining to the employee or employee of the contractor.

16. Remote Workplaces with Lodgings Where Ambulance Service is Restricted

At a remote workplace as may be established by UNBC personnel, where lodging is provided at or near the workplace, the first aid requirements shall be provided in accordance with Schedule 1 of the Regulations (Appendix A) where the number of workers per shift includes all employees or employee of the contractors on shift and those in the lodging.

17. Role of First Aid Attendant

A workplace established by UNBC personnel is considered a separate workplace than the campus site by the Workers' Compensation. First aid services and equipment shall be provided in accordance with Schedule 1 (Appendix A) for the number of workers per shift.

Where students are involved, Schedule 1 shall be used as guidance although the minimum requirements will be based on the number of persons in an employment relationship with the University including employees of the contractors.

The role of the first aid attendant is to:

- a) promptly provide a level of care within the scope of the attendant's training and the regulations,
- b) positively affect the outcome of work-related illnesses and injuries that occur on the job,
- c) objectively record observed or reported signs and symptoms of injuries and illnesses, and
- d) refer to medical attention injuries and illnesses recognized as being serious or beyond the scope of the attendant's training.

18. Authority of First Aid Attendant

- 18.1 A first aid attendant is in complete charge of first aid treatment of the injured until a place of medical treatment is reached, the injured is passed to an ambulance service, or responsibility for treatment is accepted by 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 an Emergency Medical Assistant - Level 1 or higher by the BC Ambulance Service.
- 18.2 The decisions of an attendant relating to treatment or transport shall not be overruled, except by persons listed above.
- 18.3 When an employee or employee of the contractor reports to an attendant with an occupational illness or injury requiring first aid treatment, the attendant shall not refer the worker back to work until the attendant is satisfied that the first aid treatment is complete.

18.4 The first aid attendant does not have the right to overrule the injured's decision to seek, refuse or choose medical attention.

19. First Aid Training

19.1 Information can be obtained from the Risk & Safety Office and Continuing Ed. for Levels 1, 2 & 3 Certification.

20. Responsibility for First Aid

20.1 Faculties, programs, and departments are responsible for:

- ensuring first aid training, equipment and supplies are provided for their operations consistent with the requirements of the Occupational Health and Safety Regulations (above that which is maintained at the Prince George Campus).

20.2 The UNBC Risk & Safety Office is responsible for:

- coordinating first aid training programs for employees;
- advising on the requirements for first aid including training, supplies, transportation and equipment;
- establishing a mechanism for monitoring and evaluating compliance with the requirements of the Occupational First Aid Regulations;
- maintaining records and reports of first aid; and
- submitting reports as required to the Workers' Compensation Board.

20.3 Occupational First Aid Attendants are responsible for:

- providing a level of care within the scope of the attendant's training and the regulations,
- objectively recording observed or reported signs and symptoms of injuries and illnesses as prescribed, and
- referring to medical attention injuries and illnesses recognized as being serious or beyond the scope of the attendant's training.

20.4 Instructors and Supervisors have a responsibility to:

- ensure that employees are aware of procedures to summon first aid and the location of the first aid room.

20.5 Employees and Employees of Contract Workers are responsible for:

- utilizing procedures posted identifying the location of and how to summon first aid,
- participating in first aid training when requested by their supervisor.

20.6 Students are responsible for:

- utilizing procedures posted identifying the location of and how to summon first aid.

20.7 Visitors should:

- familiarize themselves with procedures to summon first aid and the location of the first aid room.