

Safety Responsibilities FIRST AID ATTENDANT

In addition to their Health and Safety responsibilities, Set Medics are responsible for gathering and recording injury and illness-related information as required by WSIB and the Production's Occupational Health and Safety Program (OHSP). Your Production Office Coordinator needs information on every employee who suffers a work-related injury or illness.

Please remember that the forms you are required to fill out are legal documents, so be as accurate and thorough as possible. If you have any questions when filling out forms, speak with an employer representative from the Production's Joint Occupational Health and Safety Committee, or the Production Safety Representative

When you start work:

1. Obtain *Location Set Medic Packet* from your Production Coordinator or payroll company.
2. Review the paperwork requirements.

Participation in the Occupational Health and Safety Program:

1. **Read and understand the safety literature:**
 - Obtain and review the **General Safety Guidelines for Production** (Form 1), sign the **Employee Acknowledgement** form and turn it in to the POC.
 - Additional information is available from the **Production Safety Manual**, which can be obtained at <https://safetyontheset.com/ontario/> along with all AMPTP or Ontario Safety Guidelines and other safety info.
 - Read the distributed guidelines related to the specific hazards that you may encounter on the production (i.e. helicopters, firearms, appropriate clothing, etc.)
2. **Attend and participate in safety meetings to review the following:**
 - Safety aspects of the day's activities and the particular hazards of the location.
 - Elements of the Emergency Plan, such as the location of emergency equipment, exits and telephones on site, and emergency procedures, such as evacuation plans in case of fire, nearest hospital name, location and phone number, etc.
 - Set up your equipment accordingly.

IF AN INJURY IS SERIOUS, DIAL 911 OR YOUR FACILITY'S EMERGENCY RESPONSE NUMBER FOR TREATMENT AND TRANSPORTATION OF THE PATIENT TO A HOSPITAL.
(Ensure the employee's supervisor has arranged for a return ride from the hospital.)
THEN IMMEDIATELY CALL THE PRODUCTION MANAGER. IF YOU CANNOT REACH THE PM, CALL THE PRODUCTION OFFICE COORDINATOR AND THE PRODUCTION SAFETY REPRESENTATIVE IMMEDIATELY.
YOU MAY LEAVE VOICE MESSAGES – BUT YOU MUST CALL UNTIL YOU SPEAK TO A LIVE PERSON.

Serious Accidents, Injuries and Mishaps

Serious accidents, injuries and mishaps are incidents that require transportation by ambulance, visitation to the hospital by one or more employees, any treatments greater than general first aid, or any serious property/asset damage.

For all injuries, the Set Medic/First Aid attendant must do the following:

1. Notify the Production office of the injury.
2. Provide the patient an **Employee's Report of Injury** form. (The patient must sign and date a receipt. If the patient refuses the form, be sure to document this in your notes.)

3. Send completed forms to the Production Safety Representative and the Production Office Coordinator
4. Send a completed copy of the form to your **Production Executive** with that day's production report.
5. Fill out a **First Aid Report**. Record the patient's recounting of events in quotes. Do not speculate.
6. Send the completed First Aid Report to the **Production Safety Representative** and the **Production Office Coordinator**
7. Complete a **Refusal of First Aid** form if the employee refuses to be treated at the scene of the incident or transported to the hospital.
8. Document the injury in your treatment log or notes.
9. **If requested**, fill out an **Employer's Report of Injury or Occupational Illness** (F7) and send to the Production Office Coordinator and the Production Safety Representative

If the employee "may have been injured" or does not want treatment:

1. You must offer an F6- *Employee's Report of Injury* to the employee.
2. Tell the employee if he or she later decides to seek medical attention for the injury to notify the Production Office Coordinator as soon as possible so that an F7- *Employer's Report of Injury or Occupational Illness* can be filed.
3. You must complete (to the best of your knowledge) a *First Aid Report* and send it to your Production Office Coordinator and Production Safety Manager. When completing the form, record what the patient says. Do not speculate.
4. Document the injury on the Log Sheet and in your Nursing Notes.
5. If the patient refuses medical attention, fill out the *Right of Refusal of Medical Aid* (Form 16) and give it to the Production Office Coordinator.

Form 16 is for documentation of the Safety Program and is to be completed for every injury or illness in addition to any WSIB forms.

Document work-related injuries and illnesses:

1. Log Sheets – follow instructions below. At end of week, send ORIGINAL log sheets and nursing notes to your Production Office Coordinator.

Use one log sheet for each day if patients are seen.

If no patients are seen, use one sheet for several days (Write the date and "No Patients Seen.")

Complete ALL information on log sheet –

- DOI: Date of Injury
- TOI: Time of Injury
- MOI: Mechanism of Injury
- LOI: Location of Injury

Narrative – if you complete detailed nursing notes on a separate form, circle "yes" in the narrative column and return your original notes to the Production Office Coordinator.

WC Packet – you are to give WC Packets to employees who sustain significant injuries, even if they decline further treatment at the time of the injury. Circle "yes" on the log to document the WC Packet.