

FIRST AID ATTENDANT

Safety Program Information for the First Attendant

In addition to your Health and Safety responsibilities, **First Aid Attendants** are responsible for gathering and recording injury and illness-related information as required by WorkSafeBC and the Production's Occupational Health and Safety Program (OHSP). Your **Production Office Coordinator** shall receive information on every employee treated for a work-related injury or illness.

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 the **Production Safety Representative**.

Participation in the Occupational Health and Safety Program

Read and Understand the Safety Literature

- Obtain and review the **General Safety Guidelines for Production**. Sign the **Employee Acknowledgement** form and turn it in to the Production Office Coordinator.
- If on location read the **Location Hazard Assessment**.
- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafes bulletins, safety meeting documents, Codes of Safe Practices etc.) and read the **Production Safety Manual**.
- Read the distributed Actsafes bulletins related to the specific hazards that you may encounter on the production (i.e. helicopters, firearms, appropriate clothing, etc.)

Attend and participate in Safety Meetings and Safety Talks

- Review safety aspects of the day's activities and the hazards of the location.
- Ensure that **First Aid Procedures** are available from the Locations department.
- Review elements of the **Emergency Response Plan**, such as the location of emergency equipment, exits and evacuation plans in case of fire, nearest hospital name, location, and phone number, etc.

Serious Incidents, Injuries

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.

- If an injury is serious, call for an ambulance for treatment and transportation to a hospital. Ensure the employee's supervisor has arranged for a return ride from the hospital. Contact the **Production Manager** as soon as possible. If you cannot reach the **Production Manager**, call the **Production Office Coordinator** and the **Production Safety Representative**.

All Injuries

For any injuries or treatment, the First Aid attendant shall do the following:

- Notify the Production office of the injury or treatment.
- Fill out a **First Aid Record**. Record the patient's recounting of events in quotes. Do not speculate.
- Send the completed *First Aid Record* to the **Production Safety Representative** and the **Production Office Coordinator**
- Document the injury in your treatment log or notes.

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

- Tell the employee that if they later decide to seek medical attention for the injury to notify the **Production Office Coordinator** as soon as possible so that an **Employer's Report of Injury or Occupational Illness** (F7) can be filed.
- Complete a **First Aid Record** and send it to your **Production Office Coordinator**. When completing the form, record what the patient says but do not speculate.
- Document the injury in your injury log.
- Complete a **Right of Refusal of First Aid** form if the employee refuses to be treated at the scene of the incident or transported to the hospital. Submit to the **Production Office Coordinator**.

Documenting Treatment

- Maintain a record of all reported or treated injuries and exposures that take place at your workplace.
- Secure and limit access to records and documents only to those with a need to review the records.