

## administration • reference memo

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keywords

- **FIRST AID EQUIPMENT AND SERVICES**
  - **WORKSAFEBC INJURY REPORTING**
  - **ACCIDENT INVESTIGATIONS**
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### **PURPOSE**

Part 3, Rights and Responsibilities of the Occupational Health and Safety Regulation requires that an employer conduct a first aid risk assessment and as a result provide and maintain first aid equipment, supplies and services suitable to the degree of hazards of the job, travel time to a hospital and number of employees.

Capilano College is committed to providing and maintaining the appropriate first aid services and equipment as required by Part 3, Rights and Responsibilities of the Occupational Health and Safety Regulation.

### **POLICY**

#### **NORTH VANCOUVER CAMPUS**

Capilano College will contract first aid services for College employees, students, contract employees and members of the public on campus. Capilano College and its First Aid provider will comply with the WorkSafeBC Occupational Health and Safety Regulation when dealing with all College employees, as well as students who meet the following criteria: students participating in the classroom/lab/shop instruction for the technical training component of an apprenticeship program, or participating in practicum training.

Capilano College has a low-risk hazard designation (as per risk assessment) meaning the workplace is 20 minutes or less surface travel time to hospital and first aid requirements are detailed in the Guidelines for Part 3 -Occupational First Aid G3.14-G3.21.

All injuries/accidents must be reported to First Aid. First Aid is provided 24 hours/day, 365 days/year. The attendant will go to the scene of the accident, or arrange to meet you in the First Aid Room.

Refer to The Workers Compensation Act, Part 3 of the Occupational Health and Safety-Division 10 (section 172-177) — Accident Reporting and Investigation for specific reporting requirements.

Failure to report an accident/injury may jeopardize the acceptance of a WorkSafeBC claim.

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The Occupational Health and Safety Regulation require the employer to complete and submit the employer's report of injury or occupational disease within 72 hours of a claimed injury (Form 7).

Management, in conjunction with the First Aid contractor, is responsible to:

- provide sufficient time for first aid attendants to treat, record and follow-up on injuries;
- ensure first aid attendants' certificates are current- minimum of Occupational First Aid certificate level 2 and Automated External Defibrillation Training
- maintain the first aid equipment and supplies;
- keep first aid supplies in a clean and tidy condition, ready for use;
- ensure that workers receive prompt first aid service and follow-up treatment;
- ensure that observations pertinent to the injury treated are accurately recorded;
- allow them to effectively perform their first aid tasks, including completing WorkSafeBC form 7A

The First Aid Attendant is responsible for the following:

- Maintain current required Occupational First Aid Certification for the worksite.
- Maintain current required Automated External Defibrillator certification for the worksite.
- Promptly provide workers with a level of care within the scope of the attendants training and regulations.
- Treat minor sprains and strains.
- Complete WorkSafeBC form 7A for all reported injuries or illnesses within 12 hours.
- Objectively report observed signs and symptoms of injuries and illnesses.
- Complete the Incident Report form (University, College and Institute protection program, 2-part form) for all incidents involving students and members of the public.
- Complete Risk Assessment report for students and members of the public
- Report immediately (by telephone) to the HR Advisor, Occupational Health and Safety:
  - A major injury which results in time loss and/or referral to medical aid and where an accident investigation is required.
  - If an injured worker requires job/task accommodation to maintain attendance at work.
  - All accidents and near miss incidents with the potential for injury, property damage or time loss.

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- Conduct a first aid follow-up with the injured worker as necessary, and thoroughly document the assessment, treatment and any resulting action.
  - Refer to medical attention injuries and illnesses recognized as being serious or beyond the scope of the attendant.
  - If required, an ambulance will be called for injuries and illnesses recognized as being serious or beyond the scope of the attendant.

### REGIONAL CAMPUSES

Sunshine Coast and Squamish campuses have an employee as the designated first aid attendant on site during regular working hours. Each campus has a level 1 first aid kit on the premises and a first aid treatment record book. Contact the campus supervisor for further information. The campus supervisor must report any accidents/injuries involving employees to the HR Advisor, Occupational Health and Safety within 72 hours. Failure to report an accident/injury may jeopardize the acceptance of a WorkSafeBC claim.

The campus supervisor and/or instructor must report any accidents/injuries involving students on a practicum portion of a program to the HR Advisor, Disability Management within 72 hours. Failure to report an accident/injury may jeopardize the acceptance of a WorkSafeBC claim.

The employer must provide and pay for the immediate conveyance and transportation of an injured worker to the location of initial medical treatment or work-related illness or injury.

All accidents and near miss incidents with the potential for injury, property damage or time loss shall be reported and investigated.

### ALL CAMPUSES

#### ACCIDENT INVESTIGATIONS

The WorkSafeBC Occupational Health and Safety Regulation requires the employer to investigate all incidents that cause injury or have the potential of causing serious injury. The results of the investigation, in the case of an injury, must be reported to WorkSafeBC by way of an "Employer's Report of Injury or Occupational Disease" (Form 7).

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The Occupational Health and Safety Advisor\*\* does the investigation in collaboration with a person knowledgeable about the type of work involved and Joint Occupational Health and Safety committee representatives. A WorksSafeBC Accident Investigation Report and Supplemental Information, Form 52E40, is used. The employer must provide a copy of the incident investigation report to (a) the joint committee or worker representative, as applicable, and (b) the board.

\*\* Sunshine Coast Campus and Squamish Campus - this responsibility falls to the Campus Supervisor.

### RECORDS

The Joint Occupational Health and Safety committee will review, on a monthly basis injury, near miss and investigation reports and will maintain yearly statistics as part of their mandate to help prevent injuries.

### RESPONSIBILITY

The Vice-President, Human Resources, shall administer and apply this policy.