



## FIRST AIDER SAFE WORK PROCEDURE

REVIEWED SEPTEMBER 25 2015

OH&S CODE PART 11 & SCHEDULE 2

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To maintain a high standard of care for injured workers and assistance to professional emergency medical personnel the First Aider will use universally established procedures when providing First Aid, which have been taught by a certified training agency.

The following procedures shall be adhered to, when attending to an injured employee:

1. Ensure that the area is safe for you and other employees by identifying and/or removing (if possible) potential hazards before attending the injured worker. Eliminating the hazard is necessary to ensure continued safety of the injured worker and first aider. Get assistance if necessary.
2. Show confidence and take control of the situation. Don't panic, act with calmness to avoid the situation getting worse.
3. Administer first aid as learned from certified training agency. **Remember** to put on clean latex gloves **before** touching/assisting the injured worker. Wear a facemask if there is bleeding.
4. Ensure that the area of the injury is cleaned **immediately** after the situation of biohazardous material and the injured worker has been effectively treated.
5. If the situation requires help from emergency professionals, ensure that someone is calling 911, by assigning someone the responsibility of calling and returning to you with confirmation.
6. If necessary, ensure someone is guiding the medical professionals to the best location to handle the incident and get to the injured worker.
7. Offer your services to assist the professional medical personnel (carry or hold equipment. etc).
8. Be prepared to drive or go with an injured employee for medical aid in some cases. Do not send an injured employee to the doctor by themselves.
9. After the worker is treated, the first aider must complete the First Aid Report (R-1), If the affected worker is checked out for injury but nothing was apparent, that should be recorded on a first aid report as well. Once completed, immediately give this report to the Health & Safety Coordinator. Handle this report carefully; it's a confidential document.
10. Notify the Health & Safety Coordinator if you note that you are running low on supplies, or if you couldn't find a specific first aid item.