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| **Department:** | **NPW ADMIN (Level 2 First Aid Attendants)** |  |
| **Area:** | **Operations Yard First Aid Room** |
| **Subject:** | **First Aid Document Procedure (Medical Aid)** |

**First Aid Document Procedure (Medical Aid)**

**Background:** To coordinate a worker’s active First Aid incident between the other two first aid attendants for First Aid Room follow-up visits. This occurs when the attendant who completed the original First Aid record is unavailable and original records are in the Central OHS record repository.

**Hazards:**

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| * Blood Borne Pathogens | * Back injuries | * Eye Injuries |

**PPE Required:**

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| * Non Latex Gloves | * Safety Eye Shield | * Smock |

**Pre Set-Up:**

* Ensure First Aid Room is clean and tidy, Level 2 attendants have current certification and Level 2 Safety Equipment and treatment materials are stocked and available.
* Ensure PPE is available and proper lifting technique is used when moving or assisting a worker’s move in the First Aid Room.
* Ensure Safety Equipment is used when treating injured worker.

**Procedure:**

* Worker notifies Attendant if Medical treatment has been initiated by them. (Are they under doctors care?)
* Attendant completes First Aid Record including patient assessment chart in First Aid Room with injured worker. If worker will not go to first aid room for treatment and wants an injury record only, Worker notified to complete WSBC Form 6A and submit to supervisor. *See First Aid Document Procedure (Non Medical Aid).*
* Attendant reads injury information sheet and gives worker WSBC Form 6A and WSBC Dial-A-Claim Sheet.
* Attendant appropriately transports Worker to Medical Aid based on nature of injury and vital signs listed on patient assessment chart.
* Attendant calls OH&S Coordinator of worker sent to medical aid. (personal doctor, walk-in clinic or RTC).
* Attendant emails First Aid Record to OH&S Coordinator, Workers Supervisor and Manager.
* Attendant puts copy of active first aid records on clip board, inside locked storage cabinet, so the other two attendants have a baseline for a first aid follow-up visit.
* Attendant notifies worker’s supervisor of workers injury if not already aware.
* Injured Worker always completes WSBC Form 6A and attendant gives worker instruction to initiate a Dial-A-claim with WorkSafe after they have received initial medical treatment. Worker also records Temp WSBC Claim # created by WorkSafe at the end of the Dial-A-Claim setup (Temp WSBC Claim # to be given to doctors by worker for their follow-up medical treatment).
* Worker to provide doctor’s note stating if worker is able to return to regular duties at work and time frame for next medical re-assessment
* Worker gives completed WSBC Form 6A to Supervisor along with doctor’s note.
* Supervisor gives copy of WSBC Form 6A and doctor’s note to Manager and forwards originals to OH&S Coordinator.
* Manager completes WSBC Form 7 and forwards to OH&S Coordinator within 48 hours of the injury date to allow OHS to Submit to WorkSafe within 72 hours.
* Manager initiates and is responsible for the completion of an Incident Investigation form (normally delegated to Supervisor) and gives completed copy to OH&S Coordinator (in a timely fashion to allow workers to have SWP training (for new or changed SWP) - used to restrict/limit other workers from having a similar, possibly preventable, incident.
* Worker reports to first aid for follow-up visit if pain increases, mobility decreases or injury not improving as per medical aid directions.
* Incident investigations are given to Sub-Committee by OHS Coordinator to review at the sub monthly meeting and propose plan for common incident injury reduction.

**Post Procedure/Take Down**

* Clean-up any first aid materials used for treatment.
* Ensure First Aid Room is left clean and tidy and any Level 2 treatment materials used are restocked.

**Summary:**

* This procedure was developed to provide current first aid information to the other attendant as well as outlining a few key requirements for worker, first aid attendant, supervisor and manager.

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| **Revised: 2010-10-14** | **Approved by: Rick Kroeker (Manager OH&S)** |