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

**First Aid Document Procedure (Non 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:**

* Attendant completes First Aid Record 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.
* Attendant reads injury information sheet and gives worker WSBC Form 6A and WSBC Dial-A-Claim Sheet.
* 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 limitations and requests non aggravating duties for worker during watch / healing period.
* Injured Worker always completes WSBC Form 6A and attendant gives worker instruction to initiate a Dial-A-claim with WorkSafe if they seek medical treatment.
* Worker gives completed WSBC Form 6A to Supervisor.
* Supervisor gives copy of WSBC Form 6A to Manager and forwards original to OH&S Coordinator.
* Worker reports to first aid for follow-up visit if pain increases, mobility decreases or injury not improving past watch period as outlined by injury information sheet.
* Worker notifies Attendant if Medical treatment is initiated by them.
* Initiate First Aid Room Procedure for Medical Aid (if injury goes beyond a simple record of injury and now requires medical treatment)

**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)** |