

PREPARING FOR AN OFA JOB

As the designated first aid attendant, you should be familiar with the Occupational Health and Safety Regulation. Parts 1–4 apply to all work sites and parts 5–8 also have impact on most sites, some sections in particular for first aid attendants. You should also be aware of what other parts apply to your worksite.

Workplace Orientation

	Where to access information	Date information completed
<p>Operation Layout</p> <ul style="list-style-type: none"> • specific location names (including jargon) for all areas of the work site • location of first aid room, rescue vehicles and first aid equipment • entry and exit to and from all areas of the work site • provision for emergency procedures (OH&S Regulation 3.17, 4.13, 4.14, 5.97 and 5.102) • determine the approximate number of workers usually expected to be in each general area of the work site 		

Specific Hazards

- review OHSR Parts [5](#) and [32](#) to identify hazards and requirements specific to your worksite (i.e. lockout, confined space)
- most hazards will require a risk assessment and written procedures

hazard: biohazardous materials
reg.: [6.33 to 6.40](#) ****6.39** – (Hep B)
vaccination for First Aid attendant

hazard: _____
reg.: _____

hazard: _____
reg.: _____

hazard: _____
reg.: _____

hazard: _____
reg.: _____

hazard: _____
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hazard: _____
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hazard: _____
reg.: _____

hazard: _____
reg.: _____

<p>Personnel</p> <ul style="list-style-type: none"> • supervisors in each area (how each can be reached) • method of summoning first aid attendant • location and method of summoning other first aid personnel (and drivers for rescue vehicle if required) • location and method of summoning workers with specialized training (welders, heavy equipment operators, millwrights, company fire crew) 		
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Review or Develop Written Procedures

<p>Providing First Aid – Reg. 3.17</p> <p>(1) The employer must keep up-to-date written procedures for providing first aid at the worksite including</p> <ol style="list-style-type: none"> (a) the equipment, supplies, facilities, first aid attendants and services available, (b) the location of, and how to call for, first aid, (c) how the first aid attendant is to respond to a call for first aid, (d) the authority of the first aid attendant over the treatment of injured workers and the responsibility of the employer to report injuries to the Board, (e) who is to call for transportation for the injured worker, and the method of transportation and calling, and (f) prearranged routes in and out of the workplace and to medical treatment. <p>(2) The employer must post the procedures conspicuously in suitable locations throughout the workplace or, if posting is</p>		
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<p>not practicable, the employer must adopt other measures to ensure that the information is effectively communicated to workers.</p> <p>Air Transportation – Reg. 3.17.1 If air transportation is the primary or only method for transporting an injured worker there are specific requirements that must be met.</p>		
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<p>Exposure Control Plan – Reg. 5.54</p> <ul style="list-style-type: none"> • risk identification, assessment & control • education and training • hygiene facilities and decontamination procedures • health monitoring • documentation 		
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<p>Emergency Numbers</p> <ul style="list-style-type: none"> • BC Ambulance • rescue craft (air/sea) • fire department • poison control centre • police • WorkSafeBC prevention: 604-276-3100 prevention toll free: 1-888-621-7233 Web Site: http://www.worksafebc.com 		
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First Aid Facilities, Equipment, and Supplies

<p>Serviceability</p> <ul style="list-style-type: none"> • determine work site requirements (based on hazard classification, maximum number of workers per shift, and distance by surface travel to medical aid – Part 3, OHS Guidelines) • determine the travel time to medical aid and calculate the appropriate amount of oxygen for the worksite (travel time to medical aid plus 15 minutes at 15 Lpm). • determine who and how supplies are ordered • determine method of stock rotation 		
<ul style="list-style-type: none"> • determine (or establish) a schedule for maintaining, restocking, and cleaning equipment, supplies, rescue vehicle, and first aid room 		
<p>Notices and Forms</p> <ul style="list-style-type: none"> • ensure signs indicating location of first aid are visible throughout work site • ensure all workers know how to summon the first aid attendant • ensure accurate documentation in the first aid record, ensure security of the first aid record 		
<p>Worker's Medical History</p> <ul style="list-style-type: none"> • determine company policy and worker willingness regarding disclosure of relevant medical information 		

Workplace Hazards Materials Information System (WHMIS)

Regulation (part 5) requires that your employer provide WHMIS training to all employees and obtain Material Safety Data Sheets (MSDS) for all controlled products at the work place.

<p>MSDS</p> <ul style="list-style-type: none"> MSDS for all controlled products, ensuring information on first aid procedures and personal protective equipment is available 		
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Training Workers in First Aid Procedures

<p>Company Training Policy</p> <ul style="list-style-type: none"> determine policy regarding releasing workers from regular duties for training determine level of training that the company endorses on a site wide basis, and on a situation-specific basis (i.e. rescue vehicle drivers, Level 1 training, rescue teams, back up assistants for attendant, etc.) determine who is expected to conduct the training 		
<p>Attendant Qualifications</p> <ul style="list-style-type: none"> ensure record of all first aid attendants certification ensure your OFA certification remains valid – know your expiry date 	<p>Cert #: _____ expires: _____</p> <p>Cert #: _____ expires: _____</p>	