

APPENDIX A

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Occupational Health & Safety Program First Aid Program

The purpose of this document is to provide the reader information on how First Aid is integrated into an Occupational Health & Safety Program.

RESPONSIBILITIES

Policy Statement

Employer

- provides first aid equipment, services and supplies according to Part 3 of the Occupational Health And Safety Regulation and OHS Guideline
- provides commitment to develop, implement and maintain the First Aid Element of the firm's Occupational Health and Safety Program

Management

- ensures that the employers commitment to provide first aid equipment, services and supplies is met
- ensures written instructions are developed and implemented to address the firm's First Aid requirements for summoning first aid, treating and transporting of injured workers
- directs workers to report all injuries or industrial disease
- if required, provides an accurately completed Form 7 and forwards to WorkSafeBC
- directs that first aid attendants have sufficient time to assess, treat, document & follow up on injured workers
- reviews monthly first aid statistics with the employer

Supervisor

- instructs all workers on written procedures regarding who & how to call for first aid, transportation of injured workers & access/egress routes
- assigns responsibility to monitor and ensure first aid attendants maintain current Occupational First Aid certification for the worksite
- assigns responsibility to inspect and maintain first aid supplies in accordance with the firm's First Aid requirements
- provides sufficient time for first aid attendants to assess, treat, document & follow up on injured workers
- provides sufficient time for first aid attendants to clean first aid room and to reorder/restock supplies and equipment
- reviews First Aid Record weekly and develop monthly statistics
- implement accident investigations recommendations referring to first aid
- provides sufficient time for first aid attendants to run practice drills at the worksite

Worker

- reports all injuries or industrial disease, regardless of the extent of injury, to a Supervisor or First Aid Attendant

- promotes recovery from work related injuries or illnesses

First Aid Attendant

- maintains current appropriate Occupational First Aid Certification for the worksite
- promptly provides injured workers with assessment and treatment to a level of care within the scope of the attendant's training
- objectively and accurately records all observed signs and symptoms of injuries/illnesses and their treatments in the First Aid Record including subsequent treatments
- provides any information that will assist the worker's supervisor in determining any task that the injured worker can perform without aggravating their injuries
- refers the injured worker to medical attention when any injuries/illnesses are recognized as being serious or beyond the scope of the attendant's training
- notifies the worker's supervisor when the injured worker is referred to medical aid and an accident investigation is required
- completes appropriate paperwork for all injuries or illnesses that are referred to medical attention
- conducts follow up with the injured worker as necessary, thoroughly documenting the assessments, treatments and any resulting action
- cleans and maintains first aid room
- inspects supplies and equipment to ensure minimum requirements are maintained according to Part 3 of the Occupational Health and Safety Regulation and OHS Guideline
- collects and provides reports to the employer/safety committee monthly and year to date statistics from the First Aid Record which include:
 - injuries by department and occupation
 - number, types of injuries/illnesses, body part affected
 - follow ups (assessments/treatment)
 - number of referrals to medical aid/time loss

Joint Occupational Health and Safety Committee

- reviews inspection report of first aid room and supplies
- reviews first aid record for any referral to medical treatment to ensure accident investigations has been completed
- reviews accident investigation recommendations referring to first aid and ensure any recommendations are implemented
- reviews monthly/annual records & statistics, (e.g. first aid, accident investigations, & trends)

DUTIES

Inspection of premises

- review Occupational First Aid Certification for the worksite to ensure certification is current
- inspect specific first aid services, facility, equipment & supplies (if required) to ensure minimum requirements of Part 3, of the Occupational Health and Safety Regulation and OHS Guideline
- review written instructions regarding First Aid to ensure they are current and feasible
- review First Aid Record for injuries being referred to medical attention to ensure accident investigations have been conducted

Written Instructions

1) General safety rules:

- direction to report all injuries or illness to first aid regardless of the extent of injury

2) Task hazard analysis:

- examine the firms operations to determine if written instructions are necessary, consider the following:
 - how to summon the first aid attendant
 - an effective method of communicating between the first aid attendant and the work areas to be served
 - location and an effective method of summoning other first aid personnel or help
 - transportation of injured workers, who and how to call for transport (ambulance, ETV, Industrial Ambulance, taxi or company vehicle when first aid attendant is not required), pre-arranged routes in/out of the workplace, and to the hospital or diagnostic treatment center
 - location, classification of hospital or diagnostic treatment center and method of communication
 - location and method of summoning BC Ambulance
 - location and method of summoning air or sea transport, arrangements with the air or water transport service must be made prior to the start of work at the site, list of frequencies to be used between the aircraft and the workplace, and the first aid equipment must be of the type suitable for the craft used (OHSR 3.17.1)
 - method of summoning and directing personnel to meet and direct rescue vehicle/craft
 - biological hazards (blood, urine)
 - chemical hazards (fumes, dusts, vapors, gases, liquids)
 - physical hazards (cold, heat stress)
 - identify hazardous materials that require specific first aid instructions

3) Safe Work Procedures

- develop and implement written instructions that address the results determined in the Task Hazard Analysis
- develop injury management procedure

Management Meetings

- review injuries
 - by location, department, number & types of injuries, body part affected, injury costs, and graphs to indicate injury trends
 - current claims cost statement (YTD) and previous claims cost summary
- compare the firm's injury statistics to firm's safety activities to ensure prevention strategies are implemented

Investigation of Accidents

- First Aid Attendant notifies the worker's supervisor when the injured worker is referred to medical aid and an accident investigation is required

Records and Statistics

- the following records are required:
 - appropriate current Occupational First Aid Certificate for the worksite
 - First Aid Record
 - Form 7's for the same period being reviewed as the First Aid Record
 - current claims cost statement (YTD) and previous claims cost summary, for the same period being reviewed as the First Aid Record
- the following statistics are required:
 - injuries by department and occupation
 - number, types of injuries/illnesses, body part affected
 - follow ups (assessments/treatment)
 - number of referrals to medical aid/time loss
 - injury costs
 - graphs to indicate injury trends

Joint Occupational Safety & Health Committee

- participate in inspection of the firm's worksite
- review inspection reports on first aid services, facility, equipment & supplies to ensure minimum requirements of Part 3, of the Occupational Health and Safety Regulation and OHS Guideline
- review the First Aid Record to ensure that accident investigations are conducted where required and maintain current accident trends (monthly /year to date)
- review accident investigation recommendations referring to first aid and ensure any recommendations are implemented
- review statistics, by location, department, occupation, number & types of injuries, body part affected, injury costs, and graphs to indicate injury trends and where necessary make recommendations to the employer

Instruction to workers

- instruct workers on the location of the first aid facility, how to summon first aid, and to report all injuries. This should be included in the orientation package
- provide training for first aid attendants in their assigned tasks

First Aid

- provide first aid equipment, services & supplies in accordance with Part 3 of the Occupational Health & Safety Regulation that applies specifically to firms needs
- provide prompt, easily accessible, appropriate first aid to the injured or ill workers

WHMIS

- identify hazardous materials that require specific first aid instruction
- develop written instructions for treating workers injured by hazardous materials
- provide MSDS sheets to first aid attendant in treatment area
- provide education and training to first aid attendant specific to the hazardous materials on site; training based on MSDS information

Program Evaluation

- evaluate the performance of First Aid as an element of the Occupational Safety and Health Program

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 		
<p>Specific Hazards</p> <ul style="list-style-type: none"> • review OH&S, 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 <p>hazard: <u>biohazardous materials</u> reg.: <u>6.33 to 6.40 **6.39 – Hep B vaccination for First Aid attendant</u></p>		

<p>hazard: _____ reg.: _____</p> <p>hazard: _____ reg.: _____</p> <p>hazard: _____ reg.: _____</p> <p>hazard: _____ reg.: _____</p> <p>hazard: _____ reg.: _____</p> <p>hazard: _____ reg.: _____</p> <p>hazard: _____ reg.: _____</p> <p>hazard: _____ reg.: _____</p>		
<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) 		

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> <ul style="list-style-type: none"> (a) the equipment, supplies, facilities, first aid attendants and services available, (b) 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 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>		
<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 		

<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 Guideline) • 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 • determine (or establish) a schedule for maintaining, restocking, and cleaning equipment, supplies, rescue vehicle, and first aid room 		
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<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 • ensure First Aid Notice and Notice to Workers are posted (available on website: http://www2.worksafebc.com/Topics/FirstAid/Resources.asp) 		
<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>	

Occupational First Aid

3.14 Definitions

In this section and in sections 3.15 to 3.21,

"first aid" means

- (a) in cases in which a person will need medical treatment, treatment for the purpose of preserving life and minimizing the consequences of injury until medical treatment is obtained, and
- (b) treatment of minor injuries that would otherwise receive no medical treatment or that do not need medical treatment;

"first aid attendant" means a person who holds a valid first aid certificate issued by the Board or by a person recognized by the Board and who is designated as a first aid attendant by the employer;

"injured worker" means a worker who suffers an injury during work;

"injury" includes an occupational disease or illness;

"medical certificate" means a report in a form acceptable to the Board from a physician registered under the *Medical Practitioners Act* as to a person's fitness to perform the functions of a first aid attendant.

[Enacted by B.C. Reg. 348/2003, effective March 30, 2004.]

3.15 First aid attendant qualifications

The employer must ensure that a person who is designated as a first aid attendant

- (a) is at least 16 years old,
- (b) has successfully completed the first aid training course or first aid examination developed or approved by the Board,
- (c) has a first aid certificate in good standing at the required level issued by the Board or a person recognized by the Board, and
- (d) meets any other requirements determined by the Board for designation as a first aid attendant.

[Enacted by B.C. Reg. 348/2003, effective March 30, 2004.]

3.16 Basic requirements

- (1) The employer must provide for each workplace such equipment, supplies, facilities, first aid attendants and services as are adequate and appropriate for
 - (a) promptly rendering first aid to workers if they suffer an injury at work, and
 - (b) transporting injured workers to medical treatment.
- (1.1) The type and quantity of equipment, supplies, facilities, first aid attendants and services referred to in subsection (1) must be no less than is required by Schedule 3-A.
- (1.2) The quality, maintenance and use of equipment, facilities and methods of transportation referred to in this section must be acceptable to the Board.
- (2) For the purpose of complying with subsection (1), the employer must conduct an assessment of the circumstances of the workplace, including
 - (a) the number of workers who may require first aid at any time,
 - (b) the nature and extent of the risks and hazards in the workplace, including whether or not the workplace as a whole creates a low, moderate or high risk of injury,
 - (c) the types of injuries likely to occur,
 - (d) any barriers to first aid being provided to an injured worker, and
 - (e) the time that may be required to obtain transportation and to transport an injured worker to medical treatment.

- (3) The employer must review the assessment under subsection (2)
 - (a) within 12 months after the previous assessment or review, and
 - (b) whenever a significant change affecting the assessment occurs in the employer's operations.
- (4) First aid equipment, supplies and facilities must be kept clean, dry and ready for use, and be readily accessible at any time a worker works in the workplace.

[Enacted by B.C. Reg. 348/2003, effective March 30, 2004.]
[Amended by B.C. Reg. 320/2007, effective February 1, 2008.]

3.17 First aid procedures

- (1) The employer must keep up-to-date written procedures for providing first aid at the worksite including
 - (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.
- (2) The employer must post the procedures conspicuously in suitable locations throughout the workplace or, if posting is not practicable, the employer must adopt other measures to ensure that the information is effectively communicated to workers.
- (3) The first aid attendant and all other persons authorized to call for transportation for injured workers must be trained in the procedures.

[Enacted by B.C. Reg. 348/2003, effective March 30, 2004.]

3.17.1 Air transportation

If air transportation is the primary or only method for transporting an injured worker, all of the following requirements must be met:

- (a) before the start of operations in a workplace, arrangements must be made with an air service to ensure that an appropriate aircraft is reasonably available to the workplace during those operations;
- (b) the arrangements in paragraph (a) must include procedures for
 - (i) the employer to determine the availability of appropriate aircraft before the start of each work day, and
 - (ii) the air service to notify the employer if an appropriate aircraft ceases to be available;
- (c) a system must be provided that enables the pilot of the aircraft and the first aid attendant attending to an injured worker to communicate at all times when the aircraft is in transit to the location of the injured worker and during transport of the injured worker to medical treatment.

[Enacted by B.C. Reg. 320/2007, effective February 1, 2008.]

3.18 Communication and availability

- (1) The employer must provide an effective means for
 - (a) communication between the first aid attendant and the workers served, and
 - (b) the first aid attendant to call for assistance.
- (2) The employer must not assign, and the first aid attendant must not undertake, employment activities that will interfere with the attendant's ability to receive and respond to a request for first aid.

[Enacted by B.C. Reg. 348/2003, effective March 30, 2004.]

3.19 First aid records

- (1) The employer must maintain at the workplace, in a form acceptable to the Board, a record of all injuries and exposures to contaminants covered by this Regulation that are reported or treated.
- (2) First aid records must be kept for at least 3 years.
- (3) First aid records are to be kept confidential and may not be disclosed except as permitted by this Regulation or otherwise permitted by law.
- (4) First aid records must be available for inspection by an officer of the Board.
- (5) Workers may request or authorize access to their first aid records for any treatment or report about themselves.

[Enacted by B.C. Reg. 348/2003, effective March 30, 2004.]

3.20 Multiple employer workplaces

If workers of 2 or more employers are working at a workplace at the same time, the prime contractor must

- (a) conduct an assessment of the circumstances of the workplace under section [3.16 \(2\)](#) in relation to all the workers in the workplace, and
- (b) do everything that is reasonably practicable to establish and maintain the first aid equipment, supplies, facilities, first aid attendants and services required under section [3.16](#).

[Enacted by B.C. Reg. 348/2003, effective March 30, 2004.]

[Amended by B.C. Reg. 320/2007, effective February 1, 2008.]

3.21 First aid attendant responsibilities

- (1) The first aid attendant must
 - (a) promptly provide injured workers with a level of care within the scope of the attendant's training and this Part,
 - (b) objectively record observed or reported signs and symptoms of injuries and exposures to contaminants covered by this Regulation, and
 - (c) refer for medical treatment workers with injuries considered by the first aid attendant as being serious or beyond the scope of the attendant's training.
- (2) A first aid attendant must be physically and mentally capable of safely and effectively performing the required duties, and the Board may at any time require the attendant to provide a medical certificate.
- (3) The first aid attendant is responsible, and has full authority, for all first aid treatment of an injured worker until responsibility for treatment is accepted
 - (a) at a place of medical treatment,
 - (b) by an ambulance service acceptable to the Board, or
 - (c) by a person with higher or equivalent first aid certification.
- (4) The first aid attendant does not have authority to overrule a worker's decision to seek medical treatment or the worker's choice of medical treatment.

[Enacted by B.C. Reg. 348/2003, effective March 30, 2004.]

Schedule 3-A**Minimum Levels of First Aid**

1 In this Schedule:

"ambulance service" means an ambulance service acceptable to the Board;

"hospital" means a hospital within the meaning of the *Hospital Act* or a diagnostic and treatment centre where the hospital or centre has

- (a) an emergency department or resuscitation area, and
- (b) a physician on duty or immediately available on call.

- 2 (1) Tables 1 to 6 have different levels of first aid service that are based on how long it takes to transport an injured person to a hospital and the number of workers per shift.
- (2) Exceptions to note: In circumstances in which Tables 1 to 6 would otherwise require a Level 2 first aid certificate under column 3 [*noted with an asterisk (*)*], a Level 3 first aid certificate is required and an Emergency Transportation Vehicle ("ETV") must be provided, if
- (a) there is on the access route to the workplace an obstruction, barrier, rough terrain or other similar circumstances likely to delay the arrival of an ambulance service for more than 20 minutes after it was dispatched, or
 - (b) there are areas in the workplace which an ambulance service cannot safely access, and for which workers at the workplace are required by this Regulation to be trained, equipped and capable of effecting rescue.

[Enacted by B.C. Reg. 320/2007, effective February 1, 2008.]

Table 1: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a **low risk** of injury and that is **more than 20 minutes** surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-5	Basic first aid kit		
3	6-30	Level 1 first aid kit	Level 1 certificate	
4	31-50	Level 1 first aid kit ETV equipment	Level 1 certificate with Transportation Endorsement	
5	51-75	Level 3 first aid kit Dressing station ETV equipment	Level 3 certificate	
6	76 or more	Level 3 first aid kit First aid room ETV equipment	Level 3 certificate	ETV

Table 2: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a **low risk** of injury and that is **20 minutes or less** surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1			
2	2-10	Basic first aid kit		
3	11-50	Level 1 first aid kit	Level 1 certificate	
4	51-100	Level 2 first aid kit Dressing station	*Level 2 certificate	
5	101 or more	Level 2 first aid kit First aid room	*Level 2 certificate	

Table 3: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a **moderate risk** of injury and that is **more than 20 minutes** surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-5	Level 1 first aid kit	Level 1 certificate	
3	6-15	Level 1 first aid kit ETV equipment	Level 1 certificate with Transportation Endorsement	
4	16-50	Level 3 first aid kit Dressing station ETV equipment	Level 3 certificate	ETV
5	51-100	Level 3 first aid kit First aid room ETV equipment	Level 3 certificate	ETV
6	101-300	Level 3 first aid kit First aid room Industrial ambulance equipment	Level 3 certificate	Industrial ambulance
7	301 or more	Level 3 first aid kit First aid room Industrial ambulance equipment	2 attendants, each with Level 3 certificates	Industrial ambulance

Table 4: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a **moderate risk** of injury and that is **20 minutes or less** surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-5	Basic first aid kit		
3	6-25	Level 1 first aid kit	Level 1 certificate	
4	26-75	Level 2 first aid kit Dressing station	* Level 2 certificate	
5	76 or more	Level 2 first aid kit First aid room	* Level 2 certificate	

Table 5: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a **high risk** of injury and that is **more than 20 minutes** surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-5	Level 1 first aid kit	Level 1 certificate	
3	6-10	Level 1 first aid kit ETV equipment	Level 1 certificate with Transportation Endorsement	ETV
4	11-30	Level 3 first aid kit Dressing station ETV equipment	Level 3 certificate	ETV
5	31-50	Level 3 first aid kit First aid room ETV equipment	Level 3 certificate	ETV
6	51-200	Level 3 first aid kit First aid room Industrial ambulance equipment	Level 3 certificate	Industrial ambulance
7	201 or more	Level 3 first aid kit First aid room Industrial ambulance equipment	2 attendants, each with Level 3 certificates	Industrial ambulance

Table 6: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a high risk of injury and that is **20 minutes or less** surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-15	Level 1 first aid kit	Level 1 certificate	
3	16-30	Level 2 first aid kit Dressing station	* Level 2 certificate	
4	31-300	Level 2 first aid kit First aid room	* Level 2 certificate	
5	301 or more	Level 2 first aid kit First aid room	* 2 attendants, each with Level 2 certificates	

Guidelines Part 3 - Occupational first aid

G3.14 to 3.20 First aid guidelines for employers

Issued March 30, 2004; Revised November 1, 2004; Editorial Revision February 1, 2008

The first aid guidelines cover the following:

- Information regarding WCB Standard OFA1: Certification of Occupational First Aid Attendants – see OHS Guideline 3.14
- The employer's responsibility for providing first aid services and transportation to medical aid – see OHS Guideline G3.16
- Conducting an assessment to determine the level of first aid service required in the workplace – see OHS Guideline G3.16
- First aid procedures – see OHS Guideline G3.17
- Communications with the first aid attendant and to obtain assistance – see OHS Guideline G3.18(1)
- Availability of the first aid attendant – see OHS Guideline G3.18(2)
- Acceptable first aid records – see OHS Guideline G3.19
- Multiple employer workplaces – see OHS Guideline G3.20

The following supplementary materials support these guidelines; all but the first of these documents are included in this appendix as a reference for OFA attendants:

- Assigned Hazard Rating List
- Types of First Aid Attendants and Training Programs
- First Aid Kits: Recommended Minimum Contents
- First Aid Facilities: Recommended Minimum Criteria
- Emergency Vehicles and Equipment

If you wish to print all the first aid guidelines with supplementary materials, these are available in PDF format (289KB) on the WCB web site:

http://www2.worksafebc.com/PDFs/firstaid/First_aid_guidelines.pdf

In addition, you may wish to print the first aid assessment flow chart (91KB):

http://www2.worksafebc.com/PDFs/firstaid/First_aid_assessment_flowchart.pdf

and the first aid assessment worksheet (79KB):

http://www2.worksafebc.com/PDFs/firstaid/First_aid_assessment_worksheet.pdf

Types of First Aid Attendants and Training Programs

WorkSafeBC recognizes three types of Occupational First Aid attendants: Level 1, Level 2, and Level 3. WorkSafeBC has developed training courses for each of these levels as well as endorsement training courses that are available to Level 1, Level 2, and Level 3 attendants. All certificates and certificate endorsements are valid for 3 years. Extensions of the duration of certificates are not permitted.

Level 1 First Aid Certificate

Level 1 certification requires successful completion of an Occupational First Aid Level 1 training course. This is a 7-hour course. Renewal of Level 1 certification requires successful completion of the full course. In some circumstances, restricted Level 1 certificates may be issued to firefighters employed by municipal fire departments who have not taken the course.

Level 2 First Aid Certificate

Level 2 certification requires participation in a 36-hour training course and passing an examination acceptable to WorkSafeBC. Renewal is normally accomplished by retaking the course and exam; however, the candidate may elect to take the exam without additional training. Based on qualifications and experience, restricted Level 2 certificates may be issued to physicians and registered nurses in hospitals and to firefighters in municipal fire departments who have not taken the course.

Level 3 First Aid Certificate

Level 3 certification requires participation in a 70-hour training course and passing an examination acceptable to WorkSafeBC. Renewal is normally accomplished by retaking the 70-hour course, or a 35-hour refresher course, before taking the exam; however, the candidate may elect to take the exam without additional training.

Transportation Endorsement

A Transportation Endorsement for a Level 1 or Level 2 first aid certificate requires the certificate holder to successfully complete a 7-hour Occupational First Aid Transportation Endorsement training course. Other training courses, providing they meet specific standards set by WorkSafeBC and are approved by WorkSafeBC, may qualify candidates for equivalent Level 1, 2, and 3 certification, or a transportation endorsement. These other courses, however, cannot be titled Occupational First Aid Level 1, Occupational First Aid Level 2, Occupational First Aid Level 3, or an Occupational First Aid Transportation Endorsement.

First Aid Kits: Recommended Minimum Contents

[Schedule 3-A Minimum Levels of First Aid](#): Tables 1-6 in the *OHS Regulation*, indicate in Column 2 the level of first aid kit required for different workplaces.

Personal first aid kit

These items must be kept clean and dry. A weatherproof container is recommended.

1	pressure dressing
6	sterile adhesive dressings, assorted sizes, individually packaged
1	wallet-sized instruction card advising the worker to report any injury to the employer for entry in the first aid records, and instructions on how the worker is to call for assistance
6	14 cm x 19 cm wound cleansing towelettes, individually packaged

Basic first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended.

12	14 cm x 19 cm wound cleansing towelettes, individually packaged
30	hand cleansing towelettes, individually packaged
50	sterile adhesive dressings, assorted sizes, individually packaged
6	10 cm x 10 cm sterile gauze dressings, individually packaged
2	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	20 cm x 25 cm sterile abdominal dressings, individually packaged
4	cotton triangular bandages, minimum length of base 1.25 m
2	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
6	cotton tip applicators
1	2.5 cm x 4.5 m adhesive tape
1	7.5 cm x 4.5 m crepe roller bandage
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
1	instruction card advising workers to report any injury to the employer for entry in the first aid records, and how a worker is to call for assistance

Level 1 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
60	hand cleansing towelettes, individually packaged
100	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m crepe roller bandages
1	2.5 cm x 4.5 m adhesive tape
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	cotton triangular bandages, minimum length of base 1.25 m
4	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
12	cotton tip applicators
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
	first aid records and pen

Level 2 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
150	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
10	20 cm x 25 cm sterile abdominal dressings, individually packaged
12	cotton triangular bandages, minimum length of base 1.25 m
2	2.5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 4.5 m rolls of adhesive tape
6	7.5 cm x 4.5 m crepe roller bandages
1	500 ml sterile 0.9% sodium chloride solution (saline) in unbreakable container
1	60 ml of liquid antibacterial soap in unbreakable container
1	universal scissors
1	11.5 cm stainless steel sliver forceps
1	penlight or flashlight with batteries
1	7.5 cm x 4.5 m esmarch gum rubber bandage
6	pairs of medical gloves (preferably non-latex)
1	portable oxygen therapy unit consisting of a cylinder (or cylinders) containing compressed oxygen, a pressure regulator, a pressure gauge, a flow meter and a non-rebreathing mask (may be kept in a separate container from the other supplies)
1	oropharyngeal airway kit (may accompany the portable oxygen therapy unit)
1	manually operated self-inflating bag-valve mask unit with an oxygen reservoir (may accompany the portable oxygen therapy unit)
6	patient assessment charts
	first aid records and pen
1	pocket mask with a one-way valve and oxygen inlet

Level 3 first aid kit

The level 3 first aid kit is the same as the level 2 kit except that, in addition, one portable suction unit is recommended.

First Aid Facilities: Recommended Minimum Criteria

[Schedule 3-A Minimum Levels of First Aid](#) in the *OHS Regulation ("Regulation")*, contains the minimum levels of first aid required for various workplaces. Tables 1-6 indicate in column 2 whether or not a first aid facility is required, and, if a facility is required, what type (dressing station or first aid room). This document gives guidance on how to set up a first aid facility and some specific recommendations for dressing stations and first aid rooms. It also includes recommendations for portable oxygen therapy equipment and oxygen powered resuscitators, which may be part of the necessary equipment in the facility, as well as recommendations for the storage and safe-keeping of drugs and medicines if these are kept in the first aid facility.

Under section 3.16(4) of the *Regulation*, a first aid facility must be kept clean, dry, ready for use and must be readily accessible at any time a worker works in the workplace.

General recommendations for all first aid facilities

Location and access

A first aid facility should be located as near as practicable to the work area or areas it is to serve. It should be a room within a building or, if this is not practicable, a tent, vehicle, or other suitable structure.

The first aid facility should be designed and located for easy entrance to and exit from the facility for a worker requiring stretcher transport. A stretcher should not have to be tipped or turned to enter or exit the first aid facility.

In remote areas, building a first aid facility may not be practicable. However, the facility should be at least of the same design and construction as workers' lodgings. If trailers are provided for workers' lodgings, a trailer should be provided for the first aid facility.

When a tent is used, it should:

- Be of the same size and have the same equipment as a first aid room or dressing station, as appropriate
- Be fitted with a non-porous floor that can be cleaned with soap and water
- Have a source of heat that will provide sufficient warmth for good patient care (maintaining body temperature)

A first aid facility may be locked to prevent theft and vandalism or for other appropriate reasons. If so, there must be effective means of immediate access during all working hours.

Utilities

The facility should be adequately illuminated, heated, and ventilated. It should have a sink plumbed with hot and cold running water or, if this is not practicable, an alternative system for supplying fresh, potable water. If showering may be a required treatment for chemical exposure, the facility should have a shower or have a shower facility as near as practicable.

It may be impracticable to plumb a first aid facility in certain situations, such as where the facility is a trailer on a construction site or the work is at a remote location. In these cases, one of the following alternative sources of water, with means to heat it, may be considered until a permanent source of water can be connected:

- The facility has an internal tank able to hold a minimum of 45 litres (10 gallons) of fresh potable water which can be pumped into the facility's sink. The water in this tank must be changed daily, or changed weekly if treated for the prevention of contamination.
- The facility is connected to a hose or water line from a fresh potable water outlet that can be pumped into the facility's sink.
- The facility has an insulated container able to hold about 20 litres (5 gallons) of fresh potable water changed daily to prevent contamination.
- A fresh water supply company provides fresh water in a bottle or jug attached to a hot/cold dispenser.

Other recommendations

Since the facility must be kept clean and sanitary, a non-porous floor covering is recommended.

The facility should have a notice conspicuously displayed outside the door or in the area, indicating how to call and where to find the attendant.

The first aid facility is also subject to the general requirements relating to workplace premises in the *Regulation*, for example, sections [6.33 to 6.41 \(biological agents\)](#) and sections [4.81 to 4.83 \(environmental tobacco smoke\)](#).

Smoking is not permitted in a first aid facility, and "No Smoking" signs should be conspicuously posted.

Using a first aid facility for purposes other than first aid

A first aid facility may be used for purposes other than first aid if

- It is immediately available for first aid treatment
- The facility is not at a remote workplace (more than two hours' surface travel from a hospital)
- The minimum floor area needed for first aid is maintained
- Such use will neither impede the treatment of an injured worker nor pose a hazard to workers

Additional recommendations for dressing stations

In addition to the previous recommendations for a facility, a dressing station should be at least 4.3 square metres (48 sq ft). It should have the following dressing station equipment:

3	blankets
6	metal splints, minimum length 60 cm
1	refuse pail with lid
1	package of paper towels
1	bifocal magnifier with head strap, 12.5 cm focus
1	eye cup
6	safety pins
1	11.5 cm stainless steel sliver forceps
1	14 cm stainless steel bandage scissors
1	oral thermometer
1	nail brush
1	penlight or flashlight with batteries
50	patient assessment charts
1	first aid record book, and pencil or pen
1	150 ml liquid antibacterial soap
4	cold packs
20	tongue depressors
50	cotton tip applicators
2	30 gram tubes water soluble burn treatment
1	100 ml liquid adhesive tape remover
100	sterile adhesive dressings, assorted sizes, individually packaged
24	sterile skin closures, individually packaged
6	20 cm x 25 cm sterile abdominal dressings, individually packaged
3	30 cm x 40 cm sterile abdominal dressings, individually packaged
4	sterile eye pads, individually packaged
100	7.5 cm x 7.5 cm gauze sponges
24	7.5 cm x 7.5 cm sterile gauze dressings, individually packaged
24	10 cm x 10 cm sterile gauze dressings, individually packaged
4	7.5 cm x 4.5 m crepe roller bandages
2	10 cm x 16.5 cm sterile pressure dressings, with crepe ties
1	7.5 cm x 4.5 m adhesive crepe bandage
2	2.5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 4.5 m rolls of adhesive tape
1	7.5 cm x 4.5 m esmarch gum rubber bandage

2	5 cm x 1.8 m conforming gauze roller bandages
2	7.5 cm x 1.8 m conforming gauze roller bandages
12	cotton triangular bandages, minimum length of base 1.25 m
1	#01 - 4.5 m tubular finger bandage with applicator
1	500 ml sterile 0.9% sodium chloride solution (saline)
1	kidney basin
1	wash basin
1	cold instrument sterilizer
1	4.5 litre non-rusting germicidal solution for instrument tray
1	chair suitable for treating injured worker with non-porous surface or covered with non-porous material

Additional recommendations for first aid rooms

In addition to the previous recommendations, a first aid room should be at least 9.3 square metres (100 sq ft). It should have:

- Storage cupboards
- A counter
- A toilet, or have a toilet facility as near as practicable

At a remote workplace (more than 2 hours' surface travel time to a hospital), a first aid room should be equipped to provide reasonable overnight care for two injured workers and be used exclusively for first aid purposes.

A first aid room should have the following equipment:

3	blankets
1	bed approximately 2 m long x 75 cm wide and 75 cm high, with a mattress having a non-porous surface or covered with non-porous material
2	pillows with non-porous surface or covered with non-porous material
4	sheets
1	refuse pail with lid
1	package of paper towels
1	eye cup
18	safety pins
2	4.5 kg sand bags
1	11.5 cm stainless steel sliver forceps
1	15 cm stainless steel thin nosed plier-type forceps
1	14 cm stainless steel bandage scissors
1	universal scissors
1	oral thermometer
1	nail brush
1	penlight or flashlight with batteries
50	patient assessment charts
1	first aid record book, and pencil or pen
36	14 cm x 19 cm antiseptic towelettes, individually packaged
1	150 ml liquid antibacterial soap
1	eye lamp, self illuminating, magnifying

6	cold packs
12	expanded metal splints, minimum length 60 cm
50	tongue depressors
100	cotton tip applicators
2	30 g tubes water soluble burn treatment
1	100 ml liquid adhesive tape remover
150	sterile adhesive dressings
48	sterile skin closures
6	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	sterile eye pads, individually packaged
6	30 cm x 40 cm sterile abdominal dressings, individually packaged
200	7.5 cm x 7.5 cm gauze sponges
72	7.5 cm x 7.5 cm sterile gauze dressings, individually packaged
72	10 cm x 10 cm sterile gauze dressings, individually packaged
6	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	2.5 cm x 4.5 m adhesive crepe bandages
4	2.5 cm x 4.5 m rolls of adhesive tape
3	5 cm x 4.5 m rolls of adhesive tape
6	7.5 cm x 4.5 m crepe roller bandages
1	7.5 cm x 4.5 m esmarch gum rubber bandage
4	5 cm x 1.8 m conforming gauze roller bandages
4	7.5 cm x 1.8 m conforming gauze roller bandages
24	cotton triangular bandages, minimum length of base 1.25 m
2	#01 - 4.5 m tubular finger bandage with applicator
2	500 ml sterile 0.9% sodium chloride solution (saline)
1	kidney basin
1	wash basin
1	cold instrument sterilizer
1	4.5 litre non-rusting germicidal solution for instrument tray
1	chair suitable for treating injured worker with non-porous surface or covered with non-porous material
1	portable urinal, if overnight care may be required
1	bedpan, if overnight care may be required

Portable oxygen therapy equipment

When a Level 2 or 3 attendant is necessary at the workplace, portable oxygen therapy equipment should be available. The equipment should:

- Be capable of supplying 15 litres per minute of oxygen
- Contain enough oxygen to supply this rate from the time of initial application to the arrival at medical treatment, plus 15 minutes

Oxygen therapy equipment should comply with *CSA Standard CAN/CSA Z305.3.M87, Pressure Regulators, Gauges, and Flow Metering Devices for Medical Gases*, or a similar acceptable standard.

"No Smoking" signs or markings should be plainly visible on oxygen therapy equipment.

An oxygen cylinder should be hydrostatically tested on refilling if five years have elapsed since the previous test or, if there has been no previous test, since the date of manufacture. The test date should be marked on the cylinder.

Oxygen powered resuscitators

An oxygen powered resuscitator may be used where a worker is injured and entrapped in a toxic atmosphere. An oxygen powered resuscitator should be maintained and operated in accordance with the manufacturer's specifications.

Only a person trained in the use of the specific equipment should operate it. This training should include a minimum of 4 hours' training in the safe operation of the equipment from the supplier or other qualified person. The training must include all facets of the equipment's operation, handling, and storage. Refresher training or practice should take place every six months, and a training record of the initial, and subsequent, training should be maintained by the employer.

Drugs and medicine

Each drug use should be recorded in the first aid record unless the administration of a drug or medication to a worker is required for a condition that is not work-related. A worker may request an entry be made even if the purpose for taking the drug was not work-related.

Non-prescription drugs

Non-prescription drugs supplied by the employer should be under the control of the attendant or other authorized representative of the employer.

Non-prescription drugs must be used in accordance with the drug manufacturer's recommendations or specific instructions from a physician or qualified practitioner.

Before supplying non-prescription drugs or medications to a worker where there are no specific instructions from a physician or qualified practitioner, the first aid attendant should:

- Be familiar with the side effects, contra-indications, and indications for use listed by the manufacturer (of particular concern are drugs or medications that cause drowsiness or interfere with alertness and manual dexterity required by workers to perform their duties)
- Inform the worker of any side effects or contra-indications
- Not supply drugs or medication past the expiry date
- Obtain a history of events leading up to the worker asking for relief
- Determine if the worker is currently taking any medication and, if so, the appropriateness of taking additional medication
- Where required, make an entry in the first aid records

Prescription drugs

A first aid treatment area or kit should not contain prescription drugs and medications unless approved in writing by a physician or qualified practitioner. This includes both prescription drugs for a poison unique to a workplace, such as cyanide or hydrofluoric acid, and prescription drugs for the treatment of a specific worker's condition, such as angina or diabetes. The *Compendium of Pharmaceuticals and Specialties* should be referenced to determine what constitutes a "prescription" drug.

The storage, safe keeping, and use of prescription drugs and medications must be in accordance with the written instructions given by the prescribing physician or qualified practitioner. Where required, make an entry in the first aid records

Any letter from a physician or qualified practitioner regarding prescription drugs should identify:

- The specific workplace or worker for which the prescribed drug or medication is required
- The specific reasons for use
- The method of application
- The expiry date of authorization

Emergency Vehicles and Equipment

[Schedule 3-A Minimum Levels of First Aid](#) in the *OHS Regulation ("Regulation")*, contains the minimum levels of first aid required for various workplaces. Tables 1-6 indicate in column 4 whether or not an emergency vehicle is required, and, if an emergency vehicle is required, what type (emergency transportation vehicle or industrial ambulance) is necessary or mandatory or is to be available at the workplace. This document gives guidance on the use of emergency vehicles and the equipment needed and suggests when a mobile treatment centre might be used in place of a first aid facility and emergency vehicle. It also provides recommendations for air transport when that is the primary means to getting an injured worker to medical treatment.

Note that WorkSafeBC does not approve of any particular makes or models of emergency vehicles and does not register vehicles.

General guidelines for emergency vehicles

Emergency vehicles must be maintained and operated in accordance with the general requirements relating to vehicles in the *Regulation* and with any other applicable statutes and regulations.

Smoking is not permitted in a vehicle when it is used for transporting an injured worker, and a plainly visible "no smoking" sign should be posted in the vehicle.

Location and access

Where a vehicle is needed to transport an injured worker, the vehicle should be immediately available for use and capable of being dispatched to the accident scene within 3 to 5 minutes of being required. It should be located where it will best serve the workers who are most likely to need an emergency vehicle.

The attendant should not operate the vehicle when this may interfere with the required first aid treatment.

Vehicle requirements

Sometimes an employer may have different vehicles used for different parts of the journey to treatment. The following are recommended for each vehicle:

- The vehicle should be capable of traversing the area it is intended to serve.
- It should have a minimum headroom of 1 metre (3.3 feet).
- It should provide protection from the natural elements and dust.
- It should provide warmth sufficient for good care for the injured worker, with the patient compartment heated enough to maintain normal body temperature when the injured worker is covered with three blankets. The source of heat must not be a hazard to the occupants of the vehicle when oxygen is in use.
- It should have effective voice communication between the operator and the attendant in the treatment area of the vehicle.
- It should have a means of effective communication with the scene of an accident. For example:
 - The driver has a two-way radio that has a direct link with another two-way radio at the scene of the injured or ill worker.
 - The driver has a two-way radio that has a link with the employer's central dispatch centre, which has voice communication via a radio or radiotelephone with workers at the scene.
- It should have effective communication with the hospital. For example:
 - The driver has a two-way radio that has a direct link with the hospital.
 - A radiotelephone in the vehicle can contact the hospital directly.
 - A two-way radio or radiotelephone in the vehicle has a link with the employer's central dispatch centre, which has voice communication via a telephone or radiotelephone with the hospital.
 - The emergency vehicle is accompanied to the hospital by another vehicle that is equipped with a radiotelephone or two-way radio that can contact the hospital directly and its driver can communicate with the emergency vehicle.
- Vehicles that transport injured or ill workers do not need to have mounted emergency lights or an audible signal (such as sirens). Before obtaining this type of equipment, the employer or the company supplying the vehicle should consult with the Department of Licensing and Compliance at the Insurance Corporation of British Columbia (ICBC).

Additional recommendations for an emergency transport vehicle (ETV)

In addition to the general recommendations for emergency vehicles, an ETV should be capable of transporting at least one worker on a stretcher. It should have a means of restraining a stretcher and have enough padding to prevent excessive jarring of the injured worker.

An ETV should contain the following equipment:

1	set of hard cervical collars covering all adult sizes (or 2 adjustable hard cervical collars)
1	spine board with handholds, no less than 44 cm x 1.8 m x 2 cm, acceptable to WorkSafeBC, and seven 1.8 m x 5 cm heavy velcro straps or equivalent to secure an injured worker
1	stretcher (Whenever an injured worker may require transport over rough terrain a basket stretcher or other carrying device acceptable to WorkSafeBC must be used. The basket stretcher must have a spine board with handholds and retainer straps and a suitable mattress or padding)
6	blankets (Three of these blankets may be the blankets needed with the Level 1, 2, or 3 kit at the workplace unless weather conditions at the workplace require more for the safe treatment or transport of injured workers, in which case suitable weather-resistant protection may also be needed)
2	4.5 kg sand bags
2	vomitus bags

When a Level 3 first aid attendant is necessary, the following should be added:

1	set of splints, to include	- 2 splints (1 cm x 10 cm x 1 m notched with 2.5 cm padding)
		- 1 splint (1 cm x 10 cm x 1.5 m notched with 2.5 cm padding)

Additional recommendations for an industrial ambulance

In addition to the general recommendations for emergency vehicles, an industrial ambulance should:

- Be used only for first aid treatment and transportation of injured workers, under the direction of the first aid attendant
- Be capable of accommodating at least two workers on stretchers
- Have adequate lighting in the patient compartment, allowing the attendant to see and assess the injured or ill worker and complete documentation, without the use of a flashlight
- Contain a roll cot or basket stretcher properly secured and cushioned against excessive jarring

An industrial ambulance should contain the same equipment as an ETV plus a set of lower limb splints.

Mobile treatment centre (MTC)

An MTC is an industrial ambulance that also has:

- A sink with running water or, if this is not practicable, an alternative system for supplying fresh, potable water
- Minimum headroom of 1.8 metres (6 feet) in the treatment area, sufficient for the attendant to treat the injured worker
- Dressing station equipment

An MTC may be used in place of a first aid facility and emergency vehicle (ETV or industrial ambulance). This is recommended only when all the following circumstances apply:

- The workplace does not provide overnight accommodation for workers.
- Where the workplace is more than 2 hours' surface travel time from a hospital, another vehicle suitable for transporting an injured worker is also provided.
- When used in place of a first aid room, the MTC contains the necessary first aid room equipment.

Air transport

If air transport is the primary or only means of transporting an injured worker to medical treatment, the following arrangements and equipment are recommended:

- Make arrangements with an air service, before the start of work, to ensure that an appropriate aircraft will be reasonably available during operations.
- The aircraft should be capable of transporting a stretcher patient and a first aid attendant, allowing the attendant sufficient room to provide emergency treatment en route, if required.
- A list of radio frequencies to be used between the air carrier and the workplace should be included in the written procedures required by section 3.17(1) of the *OHS Regulation*. The coordinates of the workplace should be included in the written procedures.
- First aid equipment should be suitable for the aircraft to be used, including a stretcher or spine board that will fit in the aircraft and that does not allow movement or excessive jarring of the injured or ill worker during air transport. Employers are responsible for ensuring that attendants are properly trained in the use of the equipment.
- If weather or other factors could unreasonably delay the use of aircraft, alternative transportation options should be provided, where practicable.

The attendant has training to decide whether air or surface transportation is most appropriate for the injured or ill worker.

