

## First Aid Program Review

### February 2008

A First Aid Program Review is an in-depth structured examination of a firm's First Aid service, equipment and activity. The review should identify the extent to which activities effectively contribute to prevention of injuries, mitigate the effects of injury, safe return to work should a worker be injured, and compliance with the [Occupational Health and Safety Regulation \(OHSR\)](#).

A First Aid program review is a 4-step process:

1. review the First Aid assessment
2. review all documentation and procedures
3. conduct an inspection of First Aid supplies, equipment, and facilities
4. interview workers

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Step 1. First Aid Assessment Review

The purpose of the First Aid assessment review is to ensure the workplace conditions that currently exist are similar to those that existed when the assessment was last done.

If anything has changed significantly the assessment (see [OHS Guideline G3.16 First Aid Assessment](#)) should be re-done and the First Aid needs of the workplace re-evaluated.

First Aid Assessment			
	Questions	Y/N	Notes
1.1	Is the number of workers the same as the last assessment?		
1.2	Is the location of the nearest hospital the same as the last assessment?		
1.3	Is the hazard rating the same as the last assessment?		

## Step 2. Documentation and Procedures

### A. Documentation

The purpose of the document review is to track the quality and flow of information to those that will effect positive change to workers' health and safety.

First Aid Records			
	Questions	Y/N	Notes
2.1	Does the Occupational First Aid Attendant (OFAA) thoroughly document all First Aid visits?		

2.2	Is the OFAA correctly differentiating between treatment at work and referral to medical aid?		
2.3(a)	Is the OFAA recommending alternative work when appropriate?		
2.3(b)	Does a supervisor assign recommended (by the OFAA) alternative work when appropriate?		
2.4	Are First Aid records being kept for at least 3 years (according to the <a href="#">OHSR 3.19[2]</a> )?		
2.5	Are the records being kept confidential (according to the <a href="#">OHSR 3.19[3]</a> ) but are still available to Attendants for follow-up care?		
2.6	How often is the First Aid Record reviewed by the supervisor?		

Accident Investigations			
	Questions	Y/N	Notes
2.7	Referring to the First Aid Record or reports of “near miss or spill”, are accident investigations conducted as required?		

Accident Claim Cost Statements/Summaries			
	Questions	Y/N	Notes
2.8	Referring to the First Aid Record or reports of “near miss or spill”, does it appear that the workers are reporting all injuries?		
2.9	Are the OFAAs correctly differentiating between treatment at work and referral to medical aid?		

Joint Health & Safety Comm.			
	Questions	Y/N	Notes
2.10	Are First Aid entries/summaries reviewed at the safety meetings?		
2.11	Is there evidence of prevention efforts flowing from the First Aid Record for both the mechanism of injury as well as the nature of the injury?		
2.12	Is the OFAA used as a resource person or as a member of the Committee?		

Emergency Drills/reports			
	Questions	Y/N	Notes
2.13	Are drills conducted annually?		
2.14	Do recommendations for improvements get addressed?		

WorkSafeBC Inspection Reports			
	Questions	Y/N	Notes
2.15(a)	Are there any orders written under Part 3 of the OHSR?		
2.15(b)	If there were orders written under Part 3 of the OHSR, have any measures been taken to correct any deficits?		

## B. Procedures

The purpose of the procedures review is to ensure that all persons at the workplace know how to respond in the event of an emergency or injury and to ensure compliance with the OHSR.

First Aid Procedures (OHSR 3.17)			
	Questions	Y/N	Notes
2.16	Are the First Aid Procedures up-to-date and cover the following items:		
	a) Equipment		
	b) Supplies		
	c) Facilities		
	d) First Aid Attendants		
	e) Services Available		

	f) The location of, and how to call for, First Aid		
	g) How the First Aid Attendant is to respond to a call for first aid		
	h) The authority of the attendant over the treatment of injured workers		
	i) The responsibility of the employer to report injuries to WorkSafeBC		
	j) Who is to call for transportation for the injured worker		
	k) The method of transportation and calling of the transportation		
	l) Prearranged routes in and out of the workplace and to medical treatment		
	m) The procedures are communicated to workers		
	n) First Aid Attendant and all other persons authorized to call for transportation for injured workers are trained in the procedures		

<b>First Aid Equipment and Supplies</b>			
	Questions	Y/N	Notes
2.17(a)	Is there a First Aid supply rotation and replacement schedule available?		
2.17(b)	If so, what is the name of the person in charge?		

2.18	Is there a First Aid Room cleaning schedule?		
2.19	Is a vehicle maintenance schedule required (ETV, industrial ambulance, MTC) and if so, available		

Critical Incident Stress Procedure			
	Questions	Y/N	Notes
2.20	Have triggers been identified (ie. Serious injuries, near misses, etc.)?		
2.21	Has someone been assigned to initiate the process? Who?		(include names & contact info)
2.22	Have OFAA and supervisors been trained in recognizing the early signs or symptoms?		
2.23	Is there professional assistance available to the workplace? Who?		(include names & contact info)

Training			
	Questions	Y/N	Notes
2.24	Is there a list of designated OFAAs and backups?		
2.25	Does it include current certification information (certificate # & expiry date)		

2.26	Have the Helpers been trained in the following areas:		
	a) ETV drivers		
	b) Confined Space rescue		
	c) Extrication		
	d) Crew boat operators (according to the Canada Shipping Act)		
2.26	Has the attendant taken training beyond Occupational First Aid?		
2.27(a)	Is there a list of advanced protocols available?		
2.27(b)	Is there a current medical director for the protocols		
2.27(c)	Is there a physician's letter on file (providing medical direction), does it have an expiry date?		
2.28	Does the medical director require the OFAA to retrain or recertify in order to maintain permission to conduct advanced protocols?		
2.29	Do the OFAAs have the opportunity to perform workplace practice sessions?		

Communication			
	Questions	Y/N	Notes
2.30	Is there communication between OFAAs and workers (as required by <a href="#">OHSR 3.18[1]</a> )?		
2.31	Is there a method of communication for allowing the attendants to call for assistance (as required by <a href="#">OHSR 3.18[2]</a> )?		

Ground Transport			
	Questions	Y/N	Notes
2.32(a)	If the worksite is more than 20 minutes from the hospital, is there a company vehicle capable of transporting an injured worker immediately available?		
2.32(b)	If the worksite is less than 20 minutes from the hospital, is there a BC Ambulance service readily available?		
2.33(a)	Is there a method of communication available between OFAAs and the driver in transit to the hospital?		
2.33(b)	Is there a method of communication available between OFAAs and the hospital while in transit?		
2.33(c)	Is there a method of communication available between OFAAs and the workplace while in transit?		

Air Transport			
	Questions	Y/N	Notes
2.34	Have prior arrangements been made with air service?		
2.35(a)	What type of aircraft is typically required?		
2.35(b)	Is the appropriate aircraft available each day?		
2.36	Is there a method of communication available between OFAAs and the pilot to summon the aircraft?		
2.37	Is there a method of communication available between OFAAs and the pilot while en route to the hospital (aboard the aircraft)?		
2.38	Is there a list available of all of the GPS coordinates for remote workplaces?		

Water Transport			
	Questions	Y/N	Notes
2.39	Is there a method of communication available between OFAAs and the Operator to summon the watercraft?		
2.40(a)	Is there a method of communication available between OFAAs and the Operator in transit to the hospital?		

2.40(b)	Is there a method of communication available between the OFAAs and the hospital while in transit?		
2.40(c)	Is there a method of communication available between the OFAAs and the workplace while in transit to the hospital?		

Patient Transfer Procedures			
	Questions	Y/N	Notes
2.41	Have prior arrangements with the BCAS been made, noting the location of and routes to the workplace?		
2.42	Have transfer points along the route to the hospital been specified?		

Poison and Exposure Control Plans			
	Questions	Y/N	Notes
2.43	Is there an <a href="#">Exposure Control Plan for Infectious Disease for the OFAAs?</a>		
2.44	Is there an Exposure Control Plan for Infectious Disease for any other workers at risk of exposure?		
2.45	Are there written procedures for dealing with each poisons at the workplace?		

### Step 3. Inspection

First Aid Room			
	Questions	Y/N	Notes
3.1	Does the First Aid room meet the standards regarding location to work areas?		
3.2	Does the First Aid room meet the standards regarding size?		
3.3	Does the First Aid room meet the standards regarding the following furnishings:		
	a) Bed		
	b) Treatment chair		
	c) Cupboards		
	d) Counter		
	e) Desk		
3.4	Does the First Aid room meet the standards regarding the following plumbing:		
	a) Sink		

	b) Hot and cold running water		
	c) Toilet		
	d) Shower		
3.5	Does the First Aid room meet the standards regarding cleanliness?		
3.6	Does the First Aid room meet the standards regarding lighting?		
3.7	Does the First Aid room meet the standards regarding heat?		
3.8	Does the First Aid room meet the standards regarding ventilation?		
3.9	Where is the First Aid Record kept?		

Equipment & Supplies			
	Questions	Y/N	Notes
3.10	Do the equipment and supplies meet or exceed minimum standards		
3.11	Is the equipment and supplies clean, dry, and ready for use?		
3.12	Is the oxygen therapy equipment inspected daily?		

3.13	Does the oxygen therapy equipment have sufficient O <sub>2</sub> to reach the hospital plus an additional 15 minutes at 10L/min?		
3.14	Have the cylinders for the oxygen therapy equipment been hydrostatically tested?		
3.15	Are the oxygen therapy equipment cylinders stored appropriately?		

Non-Prescription Drugs			
	Questions	Y/N	Notes
3.16	Can the OFAA describe the procedure for administering non-prescription drugs?		

Vehicles			
	Questions	Y/N	Notes
3.17	Does the vehicle meet or exceed the minimum standards		
3.18	Is the vehicle mechanically sound, ready to go, and maintained regularly?		
3.19	Is the vehicle clean?		
3.20	Does the equipment and supplies in the vehicle meet or exceed the minimum standards?		

Signage			
	Questions	Y/N	Notes
3.21	Do signs clearly indicate the location of the First Aid room and how to call the OFAA?		
3.22	Is the authority of the First Aid Attendant posted?		

## Step 4. Interviews

The purpose of interviewing is to ensure that workers can describe of their roles, responsibilities, and contributions within the first aid program.

Supervisor Questionnaire		
	Questions	Response
4.1(a)	How do you instruct all workers on written (First Aid) procedures regarding when, who, and how to call for First Aid?	
4.1(b)	Is documentation or your instruction maintained?	
4.2(a)	When does the designated First Aid Attendant's OFA certificate expire?	
4.2(b)	If not known, how would you find out?	
4.3	What is the procedure for assigning First Aid duties to a backup attendant when the designate is off?	

4.4(a)	Who is assigned to inspect and maintain First Aid supplies in accordance with the firm's First Aid requirements?	
4.4(b)	How often is it completed?	
4.4(c)	Are records kept?	
4.5	What is the average time the Attendant takes to assess, treat, document, and follow up on injured workers?	
4.6	How often do you review the First Aid Record?	
4.7	Who has access to the First Aid Record?	
4.8	What is the company policy for identifying and assigning modified work?	
4.9(a)	Describe the circumstances under which you would assign modified or alternative work	
4.9(b)	If you assigned modified work, is there anything you would pay special attention to while you are supervising the worker?	
4.9(c)	What role would you, or another employer representative assign to the attendant to monitor a worker performing modified work?	

4.9(d)	Who would you report concerns about the injured worker's progress to?	
4.10	How often do you schedule emergency drills?	

Worker Questionnaire		
	Questions	Response
4.11	When and how do you report injuries?	
4.12	What are the procedures for summoning the First Aid Attendant?	
4.13	Who is the First Aid Attendant and how do you identify a substitute/backup?	
4.14	If there is a First Aid facility, where is it?	

First Aid Attendant Questionnaire		Procedures
	Questions	Response
4.15	What are the procedures for emergency response?	
4.16	What are the procedures for dealing with the specific workplace poisons?	
4.17	Describe the involvement of other attendants, trained helpers, special equipment, or rescue procedures in the plan?	

4.18(a)	When was the last emergency response drill?	
4.18(b)	How did it go?	
4.19	What are the elements of the Exposure Control Plan that apply to your job as First Aid Attendant?	

First Aid Attendant Questionnaire		First Aid Assessment
	Questions	Response
4.20	Describe your input into the First Aid assessment.	
4.21	Are the equipment, facilities, and supplies identified by the assessment provided?	
4.22	Does the equipment, facilities, and supplies identified by the assessment meet the minimum required by regulation?	

First Aid Attendant Questionnaire		First Aid Procedures
	Questions	Response
4.23	How are you summoned to attend an injured worker?	
4.24	Are you provided with sufficient time to assess, treat, document, and follow up on injured workers?	
4.25	Do the supervisors follow your recommendations regarding the assignment of modified work?	

4.26	Who orders replacement supplies and equipment?	
4.27	Is the process timely?	
4.28	Describe the procedure for cleaning the First Aid room and equipment following treatment.	
4.29	How often is the First Aid room cleaned and blankets laundered?	

First Aid Attendant Questionnaire		Professional Development
	Questions	Response
4.30	Describe any additional training you have taken to enhance your First Aid skills.	
4.31	Are you authorized to perform any procedures beyond the scope of occupational First Aid standards? (If so, describe)	
4.32	If medical direction is required, describe your interaction with the physician.	
4.33	Are you permitted to participate in scheduled practice sessions?	
4.34	Describe the process you use to ensure your First Aid certificate doesn't expire.	
4.35	If you have been involved with any traumatic incidents that have affected you in an adverse way, what did you do?	