

Agency Bulletin

April 2009

In preparation for holders of out-of-jurisdiction first aid certificates applying for first aid certification in BC, the Home Study Package for out-of-jurisdiction Advanced First Aid is attached. Also attached is a new version of the Jurisprudence Package for out-of-jurisdiction First Aid Certificates. The Introduction of the Jurisprudence Package has been revised due to further legal input.

Following is a reiteration of the process for issuing an OFA out-of-jurisdiction first aid certificate should a request be made. Please note the different documents required to be provided for the two levels of certification outlined in #5 below. These documents can be provided electronically on disk or in printed form. With the packages attached to this bulletin and the electronic copies of the Training Manuals, already supplied when Training Agencies registered with WorkSafeBC, a disk containing the appropriate documents can be created.

We intend to create a disk containing the appropriate information for each of the levels, including the Reference and Training Manuals, to be made available for all agencies, upon request, within the next few days.

For First Aid Out of Jurisdiction Certification

For Occupational First Aid Level 1 and Level 3 the certification process will involve the First Aid Training Agencies that currently partner with WorkSafeBC.

First Aid Training Agencies will, for a fee, issue Level 1 certification based on presentation of Emergency or Standard out-of-jurisdiction certificates or Level 3 certification based on presentation of Advanced out-of-jurisdiction certificates.

Level 1 agencies are authorized to issue Level 1 out-of-jurisdiction certificates only.

Level 3 agencies are authorized to issue Level 1 and Level 3 out-of-jurisdiction certificates.

The Jurisprudence Package references all the pertinent sections of the Act, Regulations, Guidelines, Policies and Standards that govern the administration of First Aid services to workers in BC industry. In addition, this package also includes a description of an effective First Aid Program for industry and describes the expected role of the First Aid Attendant.

The Home Study Package, which contains reading assignments and review questions, is to be provided to the Level 3 applicants.

First Aid Agency process for issuing out-of-jurisdiction first aid certificates

1. Check attendant's identification to ensure name matches (please refer to Agency Guideline Appendix A: Student Identification).
2. Check the certificate against the Provincial First Aid Requirements list and/or attached links for acceptance for industry in another Province or Territory
3. Check the expiry date on the certificate.
4. Have the attendant sign the registration/application form (note the two "agreement" clauses).
5. Explain that there are specific requirements for designated first aid attendants in BC that may be different from their jurisdiction. The package explains the BC requirements and provides a home-study guide for the Level 3 attendant to complete (at the attendant's convenience).
Provide the attendant with the appropriate information:
 - Level 1:
 - Jurisprudence Package
 - Level 1 Reference and Training Manual
 - Level 3:
 - Jurisprudence Package
 - Home Study Package
 - Level 3 Reference and Training Manual
6. Issue the attendant a BC certificate for the appropriate level with an expiry date that matches the expiry date on the out-of-jurisdiction certificate and a statement that indicates it is an "**out-of-jurisdiction**" certificate. This is probably best written under "Instructor Signature" for the Level 1 Certificate and under "Evaluator Signature" for the Level 3 Certificate.

Agencies that issue first aid certificates that are "Equivalent" in BC may issue the "Equivalent Certificate" at the appropriate level with "**out-of-jurisdiction**" indicated on the certificate.

Questions about the process for achieving BC certification should be directed to Certification Services at 604-276-3090.