

WORKPLACE WRITTEN PROCEDURES

OH&S Regulation, Section 3

BASIC REQUIREMENTS

Every worker must be made aware of the location of First Aid for the workplace and how to call the First Aid attendant, if one is required. You must have a section of your written plan to address how this training is done.

SUGGESTIONS FOR SUMMONING A FIRST AID ATTENDANT

COMMUNICATION AND AVAILABILITY

Suggested procedures for summoning the First Aid Attendant could consist of a whistle, siren, series of lights, pager, two-way radios or portable (cellular) phones. The key is that everyone knows how to use it and it works.

Upon determining the need for a First Aid attendant, activate the system in your workplace that will alert the attendant. The attendant will need to know:

- Location of casualty/accident
- Type of accident/injuries
- Number of casualties
- Need for special equipment
- Ambulance required

SUGGESTIONS FOR SUMMONING AN AMBULANCE

It is important to have a plan in place to call for an ambulance if one is required. The authority to call must be designated; someone must call, but not six people.

The ambulance dispatcher will need to know:

- it is a workplace accident
- the complete company address, this may need to include more specific directions or details
- site telephone number
- if first aid is attending, en route, or not available
- description of the accident
- number of casualties
- conscious/unconscious
- provide a brief description of the injuries

It is also important to designate an individual to meet the ambulance at a predetermined location (same as given to ambulance dispatcher) to escort them by the most direct route to the accident area.

Company transport

The first aid assessment conducted for your workplace may require that your company have an ETV (emergency transport vehicle) or Industrial Ambulance to transport injured workers. It may still be necessary to contact BCAS to meet part way and transfer the patient. You may need to notify the closest hospital of the arrival of a patient. There must be clear directions in the written procedures for these circumstances.

Special Circumstances

Water Transport

1. If water transport is the primary or only method for transporting an injured worker, arrangements must be made, before the start of work, for a suitable boat to be readily available during work operations.
2. The boat used to transport an injured worker must:
 - (a) meet the requirements of Part 17 (transportation of workers) and the *Canada Shipping Act*, and
 - (b) be able to accommodate a worker on a stretcher and protect the worker from the natural elements.

Air Transport

If air transport is the primary or only method for transporting an injured worker:

- (a) arrangements must be made with an air service, before the start of work, to ensure that an appropriate aircraft will be reasonably available during operations,
- (b) a list of the radio frequencies to be used between the air carrier and the workplace, must be included in the written procedures
- (c) first aid equipment must be of a type suitable for the aircraft to be used, and
- (d) if weather or other factors could unreasonably delay the use of aircraft, alternate transportation options must be provided, where practicable.

Written procedures must include all of this information. They should be posted so they are available for all workers to reference. The employer is responsible for ensuring all workers are familiar with them.

(Sample)

EMERGENCY PROCEDURES

Medical

All injuries or illnesses must be reported

Collapse or Serious Injury

Person closest to injured person:

1. Ensure the accident scene is safe and that there is no further danger to you or the injured person.
2. Do not move the injured person unless there is a high risk of further injury and it is safe for you to do so.
3. Keep calm and do not leave the injured worker unattended.
4. Contact the Occupational First Aid Attendant immediately and report the exact location of the patient and the patient's condition.
5. Be prepared to assist when directed by the First Aid Attendant.

<i>Emergency phone numbers</i>	<i>Work Location</i>
9 - 123 - 4567 First Aid Attendant 9 - 911 Ambulance	333 Main Street Anywhere, BC Phone: 123 – 1122
If required or requested by the First Aid Attendant call for an ambulance and provide as much information as possible. <ul style="list-style-type: none">• designate someone to meet the ambulance	<ul style="list-style-type: none">• corner of Main Street and Second Avenue• front door – main access for ambulance

Minor Injury or Illness

1. Contact the First Aid Attendant immediately by calling 9 – 123 – 4567.
2. Follow the First Aid Attendant's instructions and provide as much information as possible.
3. Ensure that your manager is informed that you have reported to the First Aid Attendant.

Alarm Bells

Continuous Ringing

1. Evacuate the building as quickly as possible
2. Follow the direction of your area's Fire Warden or their designated alternate and go to your assembly area. Assembly area:

Main Park, located immediately across from main entrance of building, corner of Main Street and Second Ave.

Fire

If you discover a fire

1. Immediately shout "FIRE" and activate the nearest internal fire alarm pull station.
2. For assistance call security at: 123 – 1234.
3. Dial 9 – 911 for Fire Department. State the location and nature of the emergency or have someone else do so and report back to you.
4. If trained and safe to do so, attempt to extinguish or control the fire with appropriate fire-fighting equipment.
5. If not safe to do so, or if you cannot extinguish or control the fire, then try to contain it by closing the doors.
6. Evacuate the area and proceed to your assembly area:
 - Do not use the elevators
 - Do not leave the assembly area until instructed by the Evacuation Control Officer.
 - Do not re-enter the building for any reason until the Evacuation Control Officer indicates it is safe to do so.
 - Report to your fire warden to ensure an accurate head count.

Security

If you need help, take the following actions (as required):

1. Dial 9 - 911 for police and notify your manager.
2. Take only reasonable measures to protect other staff from violence and to protect company property from damage, do not endanger yourself.
3. Report all threats to your Manager and Health & Safety committee – using incident report form.

Building Emergency

If you discover building damage that is an immediate hazard

Take reasonable measures to protect employees from the hazard or send a co-worker to report the damage (and report back to you) while you stand and watch over the hazard.
Report hazard to building maintenance, including location and description of damage
Building maintenance dial 9 - 123 - 4455.