

First Aid Drills

FACT SHEET #2A



This document summarizes the applicable WorksafeBC regulations and guidelines for first aid drills.

WHY DO FIRST AID DRILLS?

Employers must conduct drills to test the effectiveness of first aid procedures. Drills are useful because they allow everyone to practice their roles and responsibilities, and they help ensure that everyone is capable of fulfilling those roles and responsibilities.

WHEN DO FIRST AID DRILLS NEED TO BE DONE?

Drills should be conducted as soon as practicable when activities are starting up and when you are required to have first aid put in place.

Drills must be conducted whenever there are substantive changes to written first aid procedures. This includes changes:

- In required transportation methods (e.g., from taxi to emergency transport vehicle)
- In the way the first aid attendant is summoned
- In the workplace class (e.g., from class 2 — remote to class 3 — less accessible)
- To the level of first aid certification needed (e.g., basic to advanced)

- To rescue procedures that affect first aid procedures

Changes that are not considered substantive include:

- First aid procedures that are the same but with varied locations for medical aid
- Changes to the location of the closest ambulance station without impacting the workplace class
- Variations in who is acting as designated first aid attendant.

HOW OFTEN DO FIRST AID DRILLS NEED TO BE DONE?

Single or multiple employers at a fixed location

Drills must be conducted annually at each fixed location and whenever procedures change.

Single or multiple employers at various temporary locations

There can be an annual drill at one location, provided procedures remain substantively the same.

If procedures vary substantially between locations, then multiple drills are required.

If significant deficiencies are observed or the drill cannot be conducted as intended, the employer should address the deficiencies, and the drill should be performed again if procedures change significantly.



WHAT PROCEDURES & PROCESSES NEED TO BE ASSESSED DURING FIRST AID DRILLS?

Assess the following:

- The ability of first aid attendants or other workers to access equipment, supplies, and first aid facilities
- Worker familiarity with how to call for first aid
- Worker familiarity with the location of first aid equipment
- How effectively an injured worker can be accessed and moved, and if there are any barriers in the workplace
- How effectively an injured worker can be prepared (packaged) and transported to an area accessible to BC Emergency Health Services (BCEHS), if required
- Whether first aid attendants are familiar with documentation and reporting requirements

CAN A REAL FIRST AID INCIDENT BE CONSIDERED AN ACCEPTABLE ALTERNATIVE?

No. This may discourage the identification of deficiencies and/or introduce privacy or other concerns for injured workers, first aid attendants, and employers.

WORKER SAFETY DURING DRILLS

Drills should be designed in such a way that they do not pose an undue hazard to workers or the public and first aid attendants participating in the drill. If a drill of a particular first aid procedure poses

an undue hazard to workers or others, a table-top exercise may be used to supplement drill activities, if it will allow for an effective evaluation of the employers procedures.

HOW SHOULD FIRST AID DRILLS BE DOCUMENTED?

Employers should maintain drill records to establish compliance. These records should contain:

- Dates and times of drills
- Names and roles of participants
- Brief summaries of the scenarios tested
- Summaries of observations and outcomes, including any deficiencies identified
- Any corrective actions taken

HOW SHOULD FIRST AID DRILL RESULTS BE COMMUNICATED?

The results of the drill and any subsequent changes to first aid procedures should be shared with all first aid attendants and the joint health and

safety committee (or worker health and safety representative).

REGULATORY REFERENCES

[WorksafeBC First Aid Guidelines G3.17](#)

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