

First Aid

FACT SHEET #2



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

ESTABLISHING THE LEVEL OF FIRST AID REQUIRED FOR YOUR WORKPLACE

To establish the appropriate level of first aid, each separate work location must be considered. This could include work locations such as:

- production office
- construction shop
- theatre
- studio
- outside locations

When preparing, reviewing or updating the First Aid Assessment the joint health and safety committee (or worker health and safety representative) must be consulted. There are a couple of different assessments you can use:

- Actsafe's [First Aid Assessment Tool](#) (online)
- WorkSafeBC's [First Aid Assessment Worksheet](#) (fillable PDF)

Step 1: Identify the number of workers in your workplace

Calculate the maximum number of workers present at the workplace during a typical shift.

Step 2: Determine your workplace hazard rating

WorkSafeBC assigns hazard ratings using three different rating levels: low, moderate, and high. You can find your rating on the classification unit description that WorkSafeBC sends out every year. Or, you can download a PDF of the [Workplace Hazard Ratings](#).

Step 3: Determine your workplace class

To determine the workplace class, first determine whether the workplace is remote or less accessible:

- Remote workplaces are work areas that an ambulance can't reach from its station in 30 minutes or less, under normal travel conditions.
- Less-accessible workplaces include work areas that ambulance personnel can't access safely.

Step 4: Determine the minimum first aid requirements

Minimum first aid requirements for workplace are described in Schedule 3-A of the Regulation. For an easy-to-use guide, see the WorkSafeBC document [Minimum First Aid Requirements](#). Your workplace class (from step 3) will determine which of the first aid tables to use in that document.

Class	Description from Step 3		Reference table
	Greater than 30 minutes from ambulance base?	Less-accessible workplace?	
1	No	No	3-1
2	Yes	No	3-2
3	No	Yes	3-3
4	Yes	Yes	3-4



Step 5: Determine additional first aid service requirements

Additional requirements for first aid service are specified in section 3.16(1)(b) of the Regulation. Consider these factors:

- Nature and extent of hazards and risks in the workplace
- Types of injuries likely to occur

- Barriers to first aid
- Specialized equipment required for worker transportation and evacuation
- The time that may be needed to obtain transportation and to transport an injured worker to medical treatment, as well as the methods of transportation available.

POSTING FIRST AID ASSESSMENTS AND EMERGENCY PROCEDURES

A copy of the first aid assessment must be posted at every workplace. It must document the minimum first aid services required and any additional services to address the requirements of section 3.16(1)(b).

In addition, post emergency procedures in a prominent place at each location. These procedures should describe the following:

- The equipment, supplies, facilities, first aid attendants, and services available
- The location of first aid and how to call for it
- How the first aid attendant is to respond to calls for first aid
- If there are any barriers to providing first aid, how injured workers will be accessed and moved
- The authority of the first aid attendant over the treatment of injured workers, and the responsibility of the production to report injuries to WorkSafeBC

- Who is to call for transportation for the injured worker, and the methods of emergency transportation
- If emergency transportation is required as per section 3 of Schedule 3-A, the location of the emergency transportation
- Prearranged routes in and out of the workplace and to medical treatment

These procedures must be posted prominently in suitable locations throughout the workplace. If posting is not practicable, the employer must adopt other measures to ensure that the information is effectively communicated to workers. For example, provide procedures via a QR code, website, app, or other mobile-friendly platform, or include copies of the first aid procedures in first aid kits. You may need to use a combination of methods to ensure first aid procedures have been effectively communicated to all workers.

REVIEWING FIRST AID ASSESSMENTS

Section 3.16(3) of the Regulation requires first aid assessments to be reviewed and updated every 12 months or whenever there is a significant change that affects the assessment.

FIRST AID DRILLS

The production must conduct drills to test the effectiveness of first aid procedures. For more information, see [First Aid Drills](#). Actsafe also has a [First Aid Drill Documentation Template](#).

EMERGENCY TRANSPORTATION

See the document [Emergency Transportation](#).



WORKSAFEBC FORMS

First Aid Record (form 55b23)

Use this form to document injuries, even minor ones that do not require further attention or paperwork. Submit these forms to Production at the wrap of show. Productions must keep them for at least three years.

Employer's Report of Injury or Occupational Disease (form 7)

The Workers Compensation Act requires employers (i.e., productions) to submit a form 7 within three days of an injury to a worker, even if you disagree with the claim. By submitting your report promptly, you avoid penalties and delays in the adjudication of the claim. You can fill out [form 7 online](#).

REGULATORY REFERENCES

[WorksafeBC First Aid Regulations and Guidelines](#)

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