

LIVE PERFORMANCE FIRST AID ASSESSMENT WORKSHEET

1. Name of Production: \_\_\_\_\_

Location: \_\_\_\_\_

(Conduct a separate assessment for each identified workplace/location)

2. Rating on Assigned Hazard Rating List: L  M  H

3. Job functions, work processes and tools

Typical of industry? Yes  No

4. Types of injuries that can potentially occur

Typical of industry? Yes  No

5. Rating adjustment: if hazard rating is adjusted, provide documentation  
Overall workplace hazard rating: L  M  H

6. Surface travel time to hospital:  
greater than 20 minutes  less than 20 minutes

7. Total number of workers per shift \_\_\_\_\_

8. Barriers to First Aid:

Assessment Results

9. Supplies/equipment/facilities required

10. Number and Level of first aid attendants: OFA 1 \_\_\_\_\_ OFA2 \_\_\_\_\_ OFA3 \_\_\_\_\_

11. Transportation needs \_\_\_\_\_

Consulted (Who contributed to the Assessment) \_\_\_\_\_

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

NOTE: Schedule 3A: Minimum Levels of First Aid are a requirement.

## GUIDELINE FOR LIVE PERFORMANCE FIRST AID ASSESSMENT WORKSHEET

Who does the assessment?

### PRODUCTION COMPANY:

**General Manager/Production Manager** does the assessment and fills out the assessment form provided.

**Stage Manager** confirms with **General Manager/Production Manager** on the first aid and emergency procedures and posts the written procedures. During the orientation of staff, goes over the procedures.

### FACILITY:

**Technical Director** or **Facility Manager** completes the first aid assessment and posts the written procedures. The assessment must be reviewed every 12 months or whenever a significant change affecting the assessment occurs in the employer's operations.

If a construction shop is used **Production Manager** must ensure a first aid assessment is completed and adequate first aid is provided. (The assessment may be completed by **construction foreman or coordinator** and approved by the **Production Manager**.)

A copy of the assessment for each location should be kept at the production office to be made available if required.

Follow these Guidelines to Fill in the First Aid Worksheet

1. Insert name of Production/Facility and the specific location the assessment pertains to. One assessment for each location.
2. The Live Theatre rating is L (Low) for typical operation of industry. However if stunts, spfx, set construction involve more hazardous tasks, e.g. flying, pyrotechnics, working at heights you may be required to elevate your hazard rating and provide extra first aid attendants, supplies or transportation. The Production office may be assigned an L (low) rating if general office work is being performed at that location.
3. List of typical job functions, technicians, drivers, performers etc.
4. Types of injuries that could potentially occur: cuts, bruises, strains, sprains, they would be typical of industry.
5. If you change your hazard rating from L (low) to M (medium) or H (high) attach an explanation for your decision e.g., daily schedule calls for high risk FX or Pyrotechnics.
6. Surface time to hospital < or > twenty minutes by road or water during working hours. Check that the hospital or treatment facility
  - has an emergency department or resuscitation
  - has a physician on duty or immediately available on call
  - Is open during your working hours

7. Number of workers: Stage Manager call plus crew call. (as the #'s change the assessment may change)
8. Barriers to First Aid may be, but are not limited to; communication (lack of cell phone coverage or radio communication to summon help), remote location, flooding road (alternate route availability), train tracks (road may be blocked by train), road construction may impede travel. List any possible barriers and note plan to address.
9. Supplies/equipment/facilities required: see WCB Schedule 3A: Minimum Levels of First Aid.

See attached table or go to:

<http://www2.worksafebc.com/Publications/OHSRegulation/Part3.asp#Schedule3A>

10. Number and level of first aid attendant: based on the above results and WCB guideline, determine the attendant staffing necessary. NOTE: check to ensure certification is current.
  11. Transportation needs: determine from above results and WCB guideline or attached tables.

For assistance in completing the First Aid Assessment, call Actsafe at 604-733-4682 or

Marty Clausen  
Health & Safety Consultant, Actsafe  
Phone: 604-765-0791  
Fax: 604-733-4692  
E-Mail: [martyc@actsafe.ca](mailto:martyc@actsafe.ca)

## Schedule 3-A Minimum Levels of First Aid

1 In this Schedule:

"ambulance service" means an ambulance service acceptable to the Board;

"hospital" means a hospital within the meaning of the Hospital Act or a diagnostic and treatment centre where the hospital or centre has

- (a) an emergency department or resuscitation area, and
- (b) a physician on duty or immediately available on call.

2 (1) Tables 1 to 6 have different levels of first aid service that are based on how long it takes to transport an injured person to a hospital and the number of workers per shift.

(2) Exceptions to note: In circumstances in which Tables 1 to 6 would otherwise require a Level 2 first aid certificate under column 3 [noted with an asterisk (\*)], a Level 3 first aid certificate is required and an Emergency Transportation Vehicle ("ETV") must be provided, if

- (a) there is on the access route to the workplace an obstruction, barrier, rough terrain or other similar circumstances likely to delay the arrival of an ambulance service for more than 20 minutes after it was dispatched, or
- (b) there are areas in the workplace which an ambulance service cannot safely access, and for which workers at the workplace are required by this Regulation to be trained, equipped and capable of effecting rescue.

See Tables 1 to 6

Note: These are minimum requirements, you can exceed them.

Table 1: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a low risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> <li>• Personal first aid kit</li> </ul>		
2	2-5	<ul style="list-style-type: none"> <li>• Basic first aid kit</li> </ul>		
3	6-30	<ul style="list-style-type: none"> <li>• Level 1 first aid kit</li> </ul>	Level 1 certificate	
4	31-50	<ul style="list-style-type: none"> <li>• Level 1 first aid kit</li> <li>• ETV equipment</li> </ul>	Level 1 certificate with Transportation Endorsement	
5	51-75	<ul style="list-style-type: none"> <li>• Level 3 first aid kit</li> <li>• Dressing station</li> <li>• ETV equipment</li> </ul>	Level 3 certificate	
6	76 or more	<ul style="list-style-type: none"> <li>• Level 3 first aid kit</li> <li>• First aid room</li> <li>• ETV equipment</li> </ul>	Level 3 certificate	ETV

Table 2: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a low risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1			
2	2-10	<ul style="list-style-type: none"> <li>• Basic first aid kit</li> </ul>		
3	11-50	<ul style="list-style-type: none"> <li>• Level 1 first aid kit</li> </ul>	Level 1 certificate	

4	51-100	<ul style="list-style-type: none"> <li>• Level 2 first aid kit</li> <li>• Dressing station</li> </ul>	*Level 2 certificate	
5	101 or more	<ul style="list-style-type: none"> <li>• Level 2 first aid kit</li> <li>• First aid room</li> </ul>	*Level 2 certificate	

Table 3: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a moderate risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> <li>• Personal first aid kit</li> </ul>		
2	2-5	<ul style="list-style-type: none"> <li>• Level 1 first aid kit</li> </ul>	Level 1 certificate	
3	6-15	<ul style="list-style-type: none"> <li>• Level 1 first aid kit</li> <li>• ETV equipment</li> </ul>	Level 1 certificate with Transportation Endorsement	
4	16-50	<ul style="list-style-type: none"> <li>• Level 3 first aid kit</li> <li>• Dressing station</li> <li>• ETV equipment</li> </ul>	Level 3 certificate	ETV
5	51-100	<ul style="list-style-type: none"> <li>• Level 3 first aid kit</li> <li>• First aid room</li> <li>• ETV equipment</li> </ul>	Level 3 certificate	ETV
6	101-300	<ul style="list-style-type: none"> <li>• Level 3 first aid kit</li> <li>• First aid room</li> <li>• Industrial ambulance equipment</li> </ul>	Level 3 certificate	Industrial ambulance

Table 4: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a moderate risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> <li>Personal first aid kit</li> </ul>		
2	2-5	<ul style="list-style-type: none"> <li>Basic first aid kit</li> </ul>		
3	6-25	<ul style="list-style-type: none"> <li>Level 1 first aid kit</li> </ul>	Level 1 certificate	
4	26-75	<ul style="list-style-type: none"> <li>Level 2 first aid kit</li> <li>Dressing station</li> </ul>	* Level 2 certificate	
5	76 or more	<ul style="list-style-type: none"> <li>Level 2 first aid kit</li> <li>First aid room</li> </ul>	* Level 2 certificate	

Table 5: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a high risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> <li>• Personal first aid kit</li> </ul>		
2	2-5	<ul style="list-style-type: none"> <li>• Level 1 first aid kit</li> </ul>	Level 1 certificate	
3	6-10	<ul style="list-style-type: none"> <li>• Level 1 first aid kit</li> <li>• ETV equipment</li> </ul>	Level 1 certificate with Transportation Endorsement	ETV
4	11-30	<ul style="list-style-type: none"> <li>• Level 3 first aid kit</li> <li>• Dressing station</li> <li>• ETV equipment</li> </ul>	Level 3 certificate	ETV
5	31-50	<ul style="list-style-type: none"> <li>• Level 3 first aid kit</li> <li>• First aid room</li> <li>• ETV equipment</li> </ul>	Level 3 certificate	ETV
6	51-200	<ul style="list-style-type: none"> <li>• Level 3 first aid kit</li> <li>• First aid room</li> <li>• Industrial ambulance equipment</li> </ul>	Level 3 certificate	Industrial ambulance

Table 6: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a high risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> <li>Personal first aid kit</li> </ul>		
2	2-15	<ul style="list-style-type: none"> <li>Level 1 first aid kit</li> </ul>	Level 1 certificate	
3	16-30	<ul style="list-style-type: none"> <li>Level 2 first aid kit</li> <li>Dressing station</li> </ul>	* Level 2 certificate	
4	31-300	<ul style="list-style-type: none"> <li>Level 2 first aid kit</li> <li>First aid room</li> </ul>	* Level 2 certificate	
5	301 or more	<ul style="list-style-type: none"> <li>Level 2 first aid kit</li> <li>First aid room</li> </ul>	* 2 attendants, each with Level 2 certificates	

[Enacted by B.C. Reg. 320/2007, effective February 1, 2008.]