



# How to Establish and Communicate an Effective First Aid Program (For the entertainment industry)

# Actsafes First Aid Assessment Guide

This guide has been developed by Actsafes to assist in filling out the First Aid Worksheet required for each location. The guide is attached and may also be found on the Actsafes website [www.actsafe.ca](http://www.actsafe.ca) in the library under FIRST AID.

## Establishing The Level of First Aid Required

1. Address each separate work location (production office, construction shop, studio or locations etc.) and have the appropriate person or supervisor complete the First Aid Assessment (form/worksheet attached). Keep a copy on file with the production office (with safety and first aid records).
2. Have emergency procedures posted at each location in a conspicuous place detailing
  - equipment, attendants, services available
  - how to call or signal first aid
  - the authority of the first aid attendant over the treatment of injured worker and the responsibility of the employer to report injuries to the WorkSafeBC
  - who is to call for transportation for the injured worker, and the method of transportation and calling, and
  - pre-arranged routes in and out of the workplace and medical treatment.

If you are at a location where its not possible to post the emergency procedures you must find another way to ensure the information is effectively communicated to the worker ( ie 1<sup>st</sup> AD goes over the procedures for a specific location or shoot)

## Immediate notice of certain accidents

### **(section 172 of WorkSafeBC Act)**

(1) An employer must immediately notify the Board of the occurrence of any accident that

- (a) resulted in serious injury to or the death of a worker,
- (b) involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,
- (c) involved the major release of a hazardous substance, or
- (d) was an incident required by regulation to be reported.

(2) Except as otherwise directed by an officer of the Board or a peace officer, a person **must not disturb the scene** of an accident that is reportable under subsection (1) except so far as is necessary to

- (a) attend to persons injured or killed,

- (b) prevent further injuries or death, or
- (c) protect property that is endangered as a result of the accident.

## **Other Incidents**

Employers must report any of the following incidents to the WorkSafeBC within three days:

- A worker is injured and loses consciousness.
- A worker is sent for medical treatment by a first aid attendant or supervisor.
- A worker has an injury or disease that needs medical treatment.
- A worker states that he or she is going to get medical treatment or has already received medical treatment for an injury or disease.
- A worker is (or claims to be) unable to do his or her job because of any injury or disease.
- An artificial limb, eyeglasses, dentures, or hearing aid is broken in the incident.

## **Incident Investigations**

Incident investigations help determine why an incident happened so the employer can take steps to ensure that it will not recur. Employers are required to investigate and document the following incidents:

- serious incidents
- incidents that result in injuries that need medical treatment
- incidents that have the potential for serious injury

Employers are not required to investigate motor vehicle accidents that occur on public streets or highways; the RCMP or local police generally investigate such accidents.

To report a workplace incident call:  
604-276-3100 in the Lower Mainland  
1-888-621-7233 toll-free in BC

For the After-hours Health and Safety  
Emergency Line Call:  
604-273-7711 in the Lower Mainland  
1-866-922-4357 (WorkSafeBC-HELP toll-free in BC)

# Forms

## First Aid Report/log books

These are where all injuries are logged; even the minor ones that do not require further attention or paperwork. These records should be handed in to Production at the wrap of show and kept for 3 years.

## 7 Employers Report of Injury or Occupational Disease

As an employer, the Workers Compensation Act requires you to submit this report within three days of an injury to one of your workers, even if you disagree with the claim. By submitting your report promptly, you avoid penalties and delays in the adjudication of the claim.

This can be filled out online at:

[http://worksafebc.com/claims/report\\_injury/incident\\_and\\_injury\\_report/default.asp](http://worksafebc.com/claims/report_injury/incident_and_injury_report/default.asp)

## Incident Investigation Report 52E40

This is required when the incident:

- caused an injury requiring medical treatment or
- only minor injury but had the potential for causing serious injury or
- a near miss or
- involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation

A copy of this report goes to the WorkSafeBC, and a copy goes to your Joint Health and Safety Committee for review and follow up recommendations to prevent the same incident from reoccurring.

### ***To make reporting easier the WorkSafeBC has an online reporting service which covers all three reports.***

The Incident and Injury Report is an online secured service that allows you to submit workplace:

Incident and injury data (Form 7)

Accident investigation reports

Once you begin the application, you'll only be asked to provide information relevant to your situation and wizards will help you complete the online report.

Reports in progress can be saved and updated when you have more information.

Access to this service requires [WorkSafeBC registration](#) and signing for secured online services.

[http://www.worksafebc.com/claims/report\\_injury/incident\\_and\\_injury\\_report/default.asp](http://www.worksafebc.com/claims/report_injury/incident_and_injury_report/default.asp)

# Forms

## 6 Application for Compensation and Report of Injury or Occupational Disease

Completed by the worker and sent to the WorkSafeBC, the employer doesn't receive a copy. This is an application for compensation and report of injury or occupational disease.

## 6A Worker's Report of Injury or Occupational Disease to Employer

At the request of the employer, if physically able, the worker is required to fill this out at time of injury and give a copy to production and a copy to the WorkSafeBC (this form does not tell employer that a claim may be filed)

## Communication Between Departments

It is up to each Production to establish procedures for administering the forms for a claim and providing information to the WorkSafeBC and Joint Health and Safety Committee. Procedures should be set up between the Production office, accounting, and the payroll service company to establish who is supplying what information for the forms, and who is providing the information to the WorkSafeBC (establish who is the contact person the WorkSafeBC may question for further information listed on the form?) and the Producer is kept informed.