

FIRST AID & EMERGENCY PROCEDURES

Actsafes's Toolbox Talks are intended as an informational resource for employers and supervisors to use to deliver a safety talk on a specific subject. A toolbox talk can be an effective way of refreshing workers' knowledge of safe work procedures and sharing information with more experienced workers.

First Aid Reporting and Procedures

WorkSafeBC's OHS Regulation 3.16 states that the employer must provide for each workplace; equipment, supplies, facilities, first aid attendants, and services that are adequate and appropriate for promptly rendering first aid to workers if they suffer an injury at work.

In order to receive the treatment they need if they are injured, workers should be made aware of the following information specific to your production:

- Report the injury to your supervisor, then report to the first aid attendant for treatment
- Who the first aid attendant is and how to contact them
- Where the location of first aid facilities (first aid room, eye wash stations) can be found
- Locations of the nearest walk-in clinic and the nearest hospital

Workers should also know that no matter how minor the injury may seem, it should be reported to the supervisor and first aid attendant.



Is the level of first aid that's provided on your worksite adequate enough to comply with WorkSafeBC requirements?

Find out using **Actsafes's First Aid Assessment tool:** firstaid.actsafe.ca

Emergency Procedures

When an emergency situation such as injuries, natural disasters, or equipment or facility damage occur on the worksite, it is important for workers to know what measures are in place to deal with these situations. Workers should know:

- Where to find first aid kits, fire extinguishers, spill kits and, if available, Automated External Defibrillators (AEDs) on your worksite
- Emergency exit routes from the building such as soundstages, offices and locations
- Where assembly or muster areas are for workers on the worksite
- Who is responsible for taking the "roll call" to ensure all workers are accounted for
- Not to leave muster areas until all workers have been accounted for

Attendees (attach Sign-in Sheet if needed):

Name	Initials	Name	Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date: _____

Supervisor/Department: _____