

First Aid Assessment Checklist for District Sites

Workplace hazard rating based on classification unit: LOW.

All sites have ambulance access within 30 minutes.

Assessment completed with site-based worker representative or JOHSC.

Annual Assessment

- ☐ Annual first aid assessment completed per WorkSafeBC Schedule 3-A

Designated Attendants

- ☐ Designated first aid attendant appointed
- ☐ Backup attendant appointed
- ☐ Coverage plan in place for absences
- ☐ Attendant's certificate posted and current
- ☐ Attendant registry updated with district office

Training

- ☐ Attendant trained to correct level: Basic First Aid (<51 employees) or Intermediate First Aid (≥51 employees)

Written Procedures & Signage

- ☐ Written first aid procedures posted in visible location
- ☐ 'First Aid' signage posted at station near main office
- ☐ Procedures for requesting first aid clearly displayed

First Aid Kits

- ☐ CSA-compliant kit present: Basic Kit (Type 2) or Intermediate Kit (Type 3)
- ☐ Kit inspected for expired/damaged items
- ☐ PPE additions included (nitrile gloves, masks, eyewear, tourniquet)
- ☐ Supplies replaced as needed

Additional Facilities

- ☐ Dressing station available (required for 20+ workers)
- ☐ First aid room available (required for 100+ workers)

Drills

- ☐ Annual drill conducted to test written procedures

Treatment Records

- ☐ Confidential treatment records maintained for 3 years

Injury Protocol

- ☐ Staff know to summon help via school office
- ☐ Student injuries follow separate district protocol (not WorkSafeBC forms)

Date Completed:

Additional Notes: