

## Occupational First Aid Attendant Post in First Aid Room

Designated and qualified Occupational First Aid Attendants (OFA) must be available and provided with the facilities and equipment to attend to staff injuries in compliance with WorkSafe BC Regulations. First Aid rooms can be used for purposes other than staff injuries but must be kept available and in a sanitary state for this purpose.

### First aid Attendant Responsibilities:

- Provide immediate first aid care to an injured *worker* and, if necessary, arrange appropriate transportation for the injured worker to receive medical treatment.
- Complete the [First Aid Record](#) if you have administered first aid to an injured SD64 employee, and then submit to [OHS@sd64.org](mailto:OHS@sd64.org). Keep a copy at your site in a confidential/secure location. (This form is to be completed by the OFA, not the injured employee). After treatment, if they require or intend to seek medical aid or may be off work beyond the day of injury, direct them to their supervisor and to submit a Form 6. Administration then sends a completed Form 7 to WorkSafe BC.
- First aid room supply inspections should be done monthly or as supplies are consumed ensuring appropriate first aid supplies are available, use the [first aid checklist](#) and report any deficiencies.
- Coordinate their absences with the other OFA to ensure continuous coverage for the site.
- Willing and able to keep certification current. When recertifying, advise your Principal/Supervisor and register for your course. Once you have completed your recertification training, send a copy of your certificate and your course fee receipt to your supervisor for reimbursement. Your payroll allowance is restarted upon receipt of your certificate and the payroll allowance form.

WorkSafe BC Regulations specify that the names and means to contact the on-duty OFA must be clearly posted in the workplace as well as who calls 911 should emergency transportation be needed.

For more detailed information regarding Occupational First Aid, supplies and facilities required, visit [WorkSafeBC.com](http://WorkSafeBC.com) and search Occupational First Aid Regulation 3.14-3.21.

**\*The first aid attendant is responsible, and has full authority, for treatment of an injured worker until responsibility for treatment is accepted by another qualified person of equal or greater training\***