VCH Safety Summit: Reflections on COVID

2021 JOHSC conference

September 15, 2021

Virtual experience
First aid

First aid in the workplace is about providing workers with prompt, easily accessible, and appropriate first aid treatment. This service will be provided for any injury suffered by staff during the course of their duties while at work. The first aid attendant is required to maintain a record for each treatment that they have provided.

Contact

Contact your local Employee safety advice with any questions or email at EmployeeSafety@vch.ca

First aid attendants

In our larger facilities, First Aid is provided by the security staff. Security can be contacted by dialing 4777 from any facility phone in that location. The facilities in which security guards provide first aid are:

- Vancouver General Hospital
- Richmond Hospital
- Lions Gate Hospital
- UBC Hospital

All other VCH locations rely on staff that are certified to be First Aid Attendants. Please refer to your site specific First Aid Poster for more information on how to contact them. All First Aid Attendant certificates must be forwarded to EmployeeSafety@VCH.ca
First Aid Assessments – all sites

First aid assessments are completed to determine an adequate and appropriate level of first aid coverage. Please follow the link to our First Aid SharePoint to access the site first aid assessment.

If your work location is not listed below, please contact your safety advisor for assistance.

First Aid Posters – all sites

First aid posters must be posted in multiple locations at your facility or department. These posters will identify how to contact the first aid attendant and procedure to access first aid.

Please follow the link to our First Aid SharePoint to access your department first aid posters.

If your first aid poster is not listed, please contact your safety advisor for assistance.
First Aid Supplies ordering information

The first aid attendant must ensure that their first aid kit is complete and that used supplies are replenished:

- First aid inventory forms
- Minimum contents required by each level of first aid kit
- St. Johns Ambulance first aid kit

First Aid Attendant Certification - How to get certified

First Aid Attendants in British Columbia are required to complete first aid training of the level required for the facility they are responsible. This is typically either Occupational First Aid Level 1 (OFA1) or Occupational First Aid Level 2 (OFA2). The first aid training course must also be approved training provider by WorkSafe BC.

Prior to completing the first aid training course, it is important that you verify or complete the following steps:

1. Determine the level of first aid required for the facility (OFA1 or OFA2). If you are unsure, please connect with your Occupational Health and Safety Advisor or your Joint Health and Safety Committee representative.

2. Find an approved provider in your area that will provide the training (i.e. St. John's Ambulance, Canadian Red Cross, etc.). Please refer to the full list of First Aid Training Providers from WorkSafe BC if you are unsure.

3. Obtain prior approval from your manager for the course. Visit the "Requesting leaves and scheduling" intranet page for more information on approvals.
First aid certification for ED Nurses

For our VCH facilities in which the emergency department nurses are the first aid providers, the process below needs to be followed to certify those ER Nurses.

1. Complete the LearningHub course called "Occupational First Aid (OFA) Attendant Certification". The course will take approximately 15 minutes.

2. Complete the brief OFAA quiz at the end of course. A score of 80% or higher is required in order to pass.

3. Complete the Occupational First Aid Certification Form. This form needs to be dated and signed by both you and your manager to complete the application process. Please note that forms with digital signatures will not be accepted or processed.

4. Submit completed form to Employee Safety by both scanning and emailing a copy to EmployeeSafety@VCH.ca or alternative send in the original copy through inter-office mail to Employee Safety at:

   Doctors Residence
   2775 Heather Street
   Vancouver, BC, V5Z 3J5

Your OFA certificate will be sent to your ER manager and you through email. If you require a second certificate for a second site, please indicate the site on your form in advance. Remember to print it and insert into first aid binder.
Available Resources

First Aid

- First Aid Standard
- First Aid Assessment template
- First Aid Poster template
- First Aid Record Book

Other first aid resources

- Workplace Health Call Centre poster
- First Aid Notice poster – Authority of First Aid Attendant and Employer Report
- OHS First Aid Regulation
Thank You