

FIRST AID POLICY

The Pacific Group is committed to ensuring that appropriate first aid is provided as quickly as possible for any injured company employee. We will provide and maintain a first aid program for the purpose of minimizing the suffering related to job-related injuries and illnesses, reducing absenteeism, maintaining productivity, and meeting WCB regulations.

Where required, Pacific Group will provide and maintain first aid services, supplies and equipment as identified by WCB regulations. First aid services, supplies and equipment will be made available to all employees during working hours. In situations where the provision of first aid services, supplies and equipment is not the responsibility of The Pacific Group, we will make every effort to ensure that the responsible party makes the aforementioned provisions. **All Pacific Group jobs will be considered to be High Hazard** unless a competent individual completes a hazard assessment which deems the side to warrant a Moderate Hazard rating.

Workers who sustain a job-related injury or illness, regardless of seriousness, are required to immediately report it to the first aid attendant for treatment and/or recording, and must also report it to their immediate supervisor. If medical treatment is required, employees are entitled to choose their own medical practitioner. A WCB Form 6A must be completed by any worker injured on the job. The WCB Form 6A must be submitted to head office at the earliest opportunity.

The first aid attendant will be in complete charge of all first aid treatment of injured workers until medical aid is available. Supervisory personnel will not attempt to overrule the attendant's decisions relating to first aid or emergency transportation.

Injuries that arise as a result of employment with the company will be reported to the WCB, by submitting WCB Forms 7 and 7A, if any of the following conditions occur:

- the worker loses consciousness following the injury,
- the worker is transported to or directed to go for medical treatment,
- the injury is one that obviously requires medical attention,
- the worker states that they intend to seek medical attention,
- the worker has received medical treatment for the injury,
- the worker is unable or claims to be unable to return to their usual job, as a result of job induced injury, on any work day subsequent to the day of injury,
- the accident results in or is claimed to have resulted in the breakage of eye-glasses, dentures, hearing aids or prosthetic devices, or
- the WCB or the worker requests that an Employers Report of Injury or Occupational Disease (Form 7) be submitted to the Board.

First aid records and statistics will be kept for at least ten years and will be regularly reviewed by management to determine trends and recommend corrective actions. To help ensure that appropriate first aid and medical treatment is provided and that workers are assigned to work activities compatible with their health:

- workers will be instructed in how to summon first aid and report injuries,
- workers will be encouraged to take first aid training,
- workers will be required to complete a medical questionnaire after hire and before starting work.

TABLES TO DETERMINE FIRST AID REQUIREMENTS

**TABLE 1: HIGH HAZARD CLASSIFICATION
MORE THAN 20 MINUTES SURFACE TRAVEL TIME TO HOSPITAL**

Number of Workers Per Shift	Supplies, Equipment, And Facility	First Aid Certificate Required for Attendant	Transportation Required	Other First Aid Requirements
2 - 5	Level 1 Kit	Level 1 With Transportation Endorsement	See (1) Below	
6 - 10	Level 1 Kit Emergency Transportation Vehicle (ETV) & Equipment	Level 1 With Transportation Endorsement	ETV	
11 - 30	Level 3 Kit Dressing Station ETV Equipment	Level 3	ETV	Unrestricted Certificate Required In Some Cases - See (2) Below
31 - 50	Level 3 Kit First Aid Room ETV Equipment	Level 3	ETV	Unrestricted Certificate Required In Some Cases - See (2) Below
51-200	Level 3 Kit First Aid Room Industrial Ambulance Equipment	Level 3	Industrial Ambulance	Unrestricted Certificate Required In Some Cases - See (2) Below
201 or more	Level 3 Kit First Aid Room Industrial Ambulance Equipment	Level 3 (2 Attendants)	Industrial Ambulance	Unrestricted Certificate Required In Some Cases - See (2) Below

**TABLE 2: HIGH HAZARD CLASSIFICATION
20 MINUTES OR LESS SURFACE TRAVEL TIME TO HOSPITAL**

Number of Workers Per Shift	Supplies, Equipment, And Facility	First Aid Certificate Required for Attendant	Transportation Required	Other First Aid Requirements
2 -15	Level 1 Kit	Level 1	See (1) Below	
16 - 30	Level 2 Kit Dressing Station	Level 2	See (1) Below	Upgrade of Certificate, Transportation and Equipment Required In Some Cases - See (3) Below
31-300	Level 2 Kit First Aid Room	Level 2	See (1) Below	Upgrade of Certificate, Transportation and Equipment Required In Some Cases - See (3) Below
301 or more	Level 2 Kit First Aid Room	Level 2 (2 Attendants)	See (1) Below	Upgrade of Certificate, Transportation and Equipment Required In Some Cases - See (3) Below

**TABLE 3: MODERATE HAZARD CLASSIFICATION
MORE THAN 20 MINUTES SURFACE TRAVEL TIME TO HOSPITAL**

Number of Workers Per Shift	Supplies, Equipment, And Facility	First Aid Certificate Required for Attendant	Transportation Required	Other First Aid Requirements
2 - 5	Level 1 Kit	Level 1 With Transportation Endorsement	See (1) Below	
6 - 15	Level 1 Kit Emergency Transportation Vehicle (ETV) & Equipment	Level 1 With Transportation Endorsement	See (1) Below	
16 - 50	Level 3 Kit Dressing Station ETV Equipment	Level 3	ETV	Unrestricted Certificate Required In Some Cases - See (2) Below
51 -100	Level 3 Kit First Aid Room ETV Equipment	Level 3	ETV	Unrestricted Certificate Required In Some Cases - See (2) Below
101-300	Level 3 Kit First Aid Room Industrial Ambulance Equipment	Level 3	Industrial Ambulance	Unrestricted Certificate Required In Some Cases - See (2) Below
301 or more	Level 3 Kit First Aid Room Industrial Ambulance Equipment	Level 3 (2 Attendants)	Industrial Ambulance	Unrestricted Certificate Required In Some Cases - See (2) Below

**TABLE 4: MODERATE HAZARD CLASSIFICATION
20 MINUTES OR LESS SURFACE TRAVEL TIME TO HOSPITAL**

Number of Workers Per Shift	Supplies, Equipment, And Facility	First Aid Certificate Required for Attendant	Transportation Required	Other First Aid Requirements
2 -5	Basic Kit		See (1) Below	
6 - 25	Level 1 Kit	Level 1	See (1) Below	
26-75	Level 2 Kit Dressing Station	Level 2	See (1) Below	Upgrade of Certificate, Transportation and Equipment Required In Some Cases - See (3) Below
76 or more	Level 2 Kit First Aid Room	Level 2	See (1) Below	Upgrade of Certificate, Transportation and Equipment Required In Some Cases - See (3) Below

**FOOTNOTES FOR
TABLES TO DETERMINE FIRST AID REQUIREMENTS**

- (1) The company must provide and pay for the immediate transportation of an injured worker to the nearest hospital, physician or qualified practitioner for the required treatment.
- (2) A person issued a Level 3 certificate for the first time has a restricted certificate. The restriction can be removed by renewal after 12 months. In remote "A" hazard workplaces or where there is a potential for delay in transporting an injured worker, a person holding a restricted Level 3 certificate may only provide first aid when under the supervision of a person holding an unrestricted Level 3 certificate unless the holder of the restricted certificate is:
 - a registered nurse;
 - a licensed medical practitioner;
 - has completed 2 years in a school of medicine, or
 - has proof of pre-hospital emergency care.
- (3) A workplace requiring a Level 2 certificate must have the first aid attendant requirement upgraded to a Level 3 certificate and be provided with a Level 3 kit and ETV equipment when:
 - there is an obstruction on the access route to the workplace or other barrier likely to delay the arrival of an ambulance service to more than twenty minutes after it is dispatched, or
 - there are areas in the workplace which are not safely accessible to the ambulance service and for which workers at the workplace are trained, equipped and capable of effecting rescue, or
 - there is rough terrain or other similar circumstances that will prevent the ambulance service vehicle from accessing the workplace, in which case an ETV must also be available.

NAME OF WORKPLACE

JOB #

Conduct a separate assessment for each identified workplace

2 (a) Hazard rating on Assigned Hazard Rating list L M H

2 (b) Job functions, work processes and tools:

Typical of the industry? yes No

2 (c) Types of injuries that can potentially occur:

Typical of the industry? yes No

2 (d) Rating adjustment: if hazard is adjusted, provide documentation.

Overall workplace hazard rating L M H

3 (a) Surface travel time to hospital greater than twenty minutes
 less than twenty minutes

4(a) Total number of workers per shift (include dispatched workers and workers in lodgings)

5(f) Barriers to first aid:

ASSESSMENT RESULTS

(different shifts may require different first aid services)

5(a) Supplies: Equipment: Facilities required:

(c) Number and level of first aid attendants

5(e) Transportation needs

Date:

Change in Business Operations:

Consulted (health and safety committee, worker representative, others):

Name: _____ Signature: _____