



# **BCIT Safety Manual**

## **BCIT FIRST AID REPORTING PROCEDURES**



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## 1. Purpose

This document describes the process for reporting work-, course- and campus-related injuries and illnesses at BCIT, both internally and to our external insurance providers.

## 2. Definitions

### 2.1 *Employees*

An employee is anyone employed at BCIT fulltime, part-time or auxiliary.

### 2.2 *Supervisor*

A person who instructs, directs and controls workers or students in the performance of their duties.

### 2.3 *Contractor*

A person, business or corporation which provides goods or services to BCIT under terms specified in a contract. For the sake of this document this applies to all non-BCIT personnel performing work at, or for BCIT.

### 2.4 *Students*

All individuals taking courses at BCIT (including those in Entry Level Trades Training- ELTT), except those who are in the practicum or apprentice component of a provincially approved training or vocational program.

### 2.5 *Students on Practicum or Apprenticeship*

BCIT students participating in the practicum or apprentice component of a provincially approved training or vocational program.

### 2.6 *BCIT First Aid Attendant*

A person who holds a valid first aid certificate issued by WorkSafeBC or by a person recognized by WorkSafeBC and who is designated as a BCIT first aid attendant.

### 2.7 *Work-Related Illness or Injury*

Also known as an occupational illness or injury, these are illnesses or injuries arising out of and in the course of employment, or which is claimed by the worker to have arisen out of and in the course of employment.

### 2.8 *Course-Related Illness or Injury*

An illness or injury to a student (not on practicum or apprenticeship) arising out of and in the course of study at BCIT, or which is claimed by the student to have arisen out of and in the course of study at BCIT



## **2.9 Campus-Related Illness or Injury**

An illness or injury arising out of and in the course of activities at BCIT but not related to employment or study.

## **3. Reference Materials**

BCIT Safety Manual Part 1 Section 5 – Risk Assessment and Minimum Occupational First Aid Requirements

BCIT Safety Manual Part 2 Section 20 – Accident Investigations

BCIT Safety Manual Part 2 Section 23 – BCIT Training and Orientation Procedures

[WorkSafeBC Worker's Compensation Act Part 3](#)

## **4. Roles and Responsibilities**

### **4.1 Employees**

- Notify their supervisor immediately of any workplace injury or illness (or symptoms)
- Promptly receive first aid
- Promptly obtain, complete and return all forms received from BCIT First Aid, BCIT Human Resources and WorkSafeBC, as appropriate (forms are discussed in Section 5). Employees are encouraged to use WorkSafeBC teleclaim process for reporting to WorkSafeBC
- In the case of a lost time injury, work with BCIT Human Resources, Medical Practitioners, and WorkSafeBC to determine most appropriate treatment, rehabilitation schedule and return to work schedule

### **4.2 Supervisors**

- Ensure that employees and students are aware of the process to report occupational illness and injuries
- Complete and forward the WorkSafeBC Form 7, Employer's Report of Injury or Occupational Disease to First Aid, as necessary
- Investigate the incident to determine the causes and prevent further accidents, as necessary (BCIT Safety Manual Part 2 Section 20 – Accident Investigations)
- Advise the Attendance Keeper and Human Resources of any time loss resulting from a work-related illness or injury

### **4.3 Contract Security First Aid Attendants- After Hours & Call-Outs**

- Provide after-hours First Aid coverage as described in service contract
- Attend Burnaby Campus first aid room during call-outs of level two first aid attendants



- Provide first aid treatment that is consistent with the level of training that they have acquired

#### ***4.4 Satellite Campus/Auxiliary First Aid Attendants***

- Consistently record injury and treatment information in the first aid treatment book and in the BCIT Safety Data Management System (see section 6)
- Inform the Burnaby First Aid Attendants and OHS Manager of reported injuries and illnesses, as necessary (section 6)
- Provide first aid treatment that is consistent with the level of training that they have acquired

#### ***4.5 Burnaby Campus First Aid Attendants***

- Consistently record injury and treatment information in the First Aid treatment book and in the BCIT Safety Data Management System
- Advise patient of the necessary forms to complete and claims process, as necessary
- Inform the appropriate Supervisor, BCIT OHS group and Human Resources Advisor of the injury, as necessary
- Prepare and maintain first aid files
- Initiate reporting to WorkSafeBC, Ministry of Advanced Education, and the University, College and Institute Protection Program, as necessary
- Initiate Incident Investigations, as necessary (BCIT Safety Manual Part 2 Section 20 – Accident Investigations)
- Provide first aid treatment that is consistent with the level of training that they have acquired

#### ***4.6 Human Resources***

- Complete and submit Employer's Report of Injury to WorkSafeBC (EmployerConnect)
- Collect and maintain personnel file information pertaining to BCIT employees
- Facilitate claims and return to work process

#### ***4.7 BCIT Medical Services***

- Refer minor injuries to BCIT First Aid for treatment
- When treatment is provided for work-, or course-, related injury or illness ensure that employee/student completes appropriate paperwork and email it to [BCIT\\_FirstAid@bcit.ca](mailto:BCIT_FirstAid@bcit.ca).

#### ***4.8 Occupational Health and Safety Manager***

- Ensure first aid treatment is provided and that recording and reporting is completed, as necessary

#### ***4.9 BCIT Responsibilities***

The Occupational First Aid Reporting procedure must be reviewed annually.



## **5. Education and Training**

### **5.1 BCIT Employees and Students**

All BCIT Employees and Students shall be trained on the BCIT First Aid Reporting Procedures during their initial training at BCIT as outlined in BCIT Training and Orientation Procedures (BCIT Safety Manual Part 2 Section 23).

### **5.2 BCIT First Aid Attendants**

#### **Occupational First Aid Training**

BCIT First Aid Attendants and Contract Security (providing first aid services) are required to maintain first aid certification as described in the BCIT Risk Assessment and Minimum Occupational First Aid Requirements document (BCIT Safety Manual Part 1 Section 5).

#### **Contract Security Providing After-Hours and Call-Out First Aid Services**

Contract security officers who are expected to provide first aid services after-hours or during call-outs of Burnaby Campus First Aid attendants shall be oriented to the BCIT First Aid room and shall have read the BCIT First Aid Reporting Procedures.

#### **Auxiliary & Satellite Campus Occupational First Aid Training**

In addition to their First Aid certification, Auxiliary and Satellite First Aid attendants require a minimum of 4 hours of site-specific training prior to working at any BCIT campus. This training will be included in the Supervisory Training as discussed in the BCIT Orientation and Training Procedures (BCIT Safety Manual Part 2 Section 23) and will include:

- A guided tour of the entire campus with an orientation to the most significant hazards in each area
- An orientation to the first aid room
- Introduction to key BCIT Contract Security personnel
- Education on local services (closest hospital)
- Use of the radio and communication with contract security

In addition to above, all first aid attendants must read and understand the BCIT First Aid Reporting Procedures during their initial training shift at BCIT. Satellite campus first aid attendants shall also be trained on the first aid reporting and accident investigation portions of the BCIT Safety Data Management System, however auxiliaries and contract security first aid attendants will not.

Auxiliary and Satellite First Aid attendants shall complete their WHMIS training within six months of being hired at BCIT.

#### **Burnaby Full Time Occupational First Aid Attendant Training**

In addition to their first aid certification, the Burnaby campus full time First Aid attendants require a minimum of 16 hours of site-specific training prior to working at the Burnaby BCIT campus. This



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training will be included in the Supervisory Training as discussed in the BCIT Orientation and Training Procedures (BCIT Safety Manual Part 2 Section 23) and will include:

- A guided tour of the entire campus with an orientation to the most significant hazards in each area
- An orientation to the first aid room and Safety & Security Office
- Introduction to Safety & Security Department employees and key BCIT contract security personnel
- Education on the services provided by BCIT Medical Services and other local services (closest hospital)
- Use of the radio and communication with contract security

In addition to above, all first aid attendants must read and understand the BCIT First Aid Reporting Procedures and submit reports to each of the external reporting agencies during their initial training period. Also, the Burnaby Campus First Aid attendants shall be trained on the first aid reporting and accident investigation portions of the BCIT Safety Data Management System.

Burnaby campus full time First Aid attendants are also required to complete their WHMIS training as soon as possible, within two months of being hired at BCIT.

## **6. Procedures**

The following sections explain general information pertaining to, and the reporting process for, occupational, course related and campus related injuries and illnesses.

### **6.1 General Information**

#### **Receiving First Aid Services at BCIT**

All work-, course-, and campus-,related injuries and illnesses shall be reported to BCIT First Aid without delay.

**NOTE:** *Supervisors are responsible for ensuring that the staff or student requiring treatment arrives at First Aid for treatment. They shall do this by:*

- a) accompanying the injured/ill individual to the First Aid Office*
- b) having a co-worker/co-student accompany the injured/ill individual to the First Aid Office*
- c) calling the First Aid Attendant to inform them that the injured/ill individual is on their way to the First Aid Office*



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The following table indicates the location, hours and contact information for first aid offices at each BCIT campus.

<i>Campus</i>	<i>Location</i>	<i>Hours</i>	<i>Phone Number</i>	
Burnaby*	NE16	M-F	0630 – 2200h	604.432.8820/
	Room 121	Sat	0800 – 1530h	604.432.8872
Aerospace *	Hangar Stores	M-F	0800 – 1830h	778.928.2338
Downtown*	3 <sup>rd</sup> Floor	M-F	0700 – 2300h	604.412.7602
	Room (378)	Sat	0700-1500	
Marine	First Deck	M-F	0800 – 1530h	778.928.2481
	Room 116			
CARI*	1067	M-F	0700 – 2300h	604.456.1256
Annacis Island*	1352	M-Sun	0700 - 1900	604.456.1115

\* - After hours Level 1 First Aid is available at all campuses by contacting campus security.

General inquiries or information pertaining to work-, course-, and campus-related injury or illnesses can be sent to [BCIT\\_FirstAid@bcit.ca](mailto:BCIT_FirstAid@bcit.ca).

### **BCIT Burnaby First Aid Call-Out Procedures**

Whenever the Burnaby First Aid attendant vacates the BCIT first aid room for any reason during regular office hours they must ensure that a trained contract security officer attends and monitors the First Aid room for the duration of the vacancy.

At no time during office hours shall the Burnaby first aid room be unattended.

### **Reporting to External Agencies**

A reportable injury is a work-, course-, or campus-related injury or illness where one of the following conditions is present or subsequently occurs:

- The individual loses consciousness following the injury.
- The worker is transported or directed by a first aid attendant or other employer representative to a hospital or other place of medical treatment, or is recommended by such persons to go to such place.
- The injury is one that obviously requires medical treatment.
- The worker has received medical treatment for the injury.
- The worker is unable or claims to be unable by reason of the injury to return to his or her usual job function on any working day subsequent to the day of injury.
- The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures or a hearing aid.
- The worker or external agency has requested that an employer's report be sent.

Where none of the conditions listed above are present, an injury is a minor injury and not required to be reported to one of the three external agencies (WorkSafeBC, Ministry of Labor and Citizens'





Services, Risk Management) unless one of those conditions subsequently occurs.

BCIT must immediately report the following types of incidents whether or not an injury occurs:

- Any incident that kills, causes risk of death, or seriously injures an individual
- A major leak or release of a dangerous substance
- A major structural failure or collapse of a structure, equipment, construction support system, or excavation
- Any serious mishap

### **Transport of Injured Employees and Students**

When necessary, BCIT is responsible for transporting injured employees or students to the nearest location where medical treatment can be obtained.

When the attending First Aid attendant determines that additional medical treatment is immediately required they will make the decision to transport the individual by one of the following means:

- i) Security transport to SE16 – Medical Services (Burnaby campus only)  
Attendant travels with patient and provides treatment until an individual with equal or higher training takes responsibility for the patient
- ii) Taxi transport to closest hospital  
Attendant travels with patient and provides treatment until an individual with equal or higher training takes responsibility for the patient
- iii) 911 is called (EMS / BC Ambulance Service)  
First Aid attendant provides treatment to patient onsite until EMS arrives and takes responsibility for the patient

**NOTE:** Any time a student/employee is sent to Hospital the First Aid attendant shall inquire whether any further support is required or if the patient would like BCIT to contact their emergency contact. If the patient is incoherent or requests further support the First Aid attendant shall telephone a Security Manager who will provide this support.

### **Injuries Occurring Outside of BC**

BCIT employees working for BCIT outside of BC are insured by WorkSafeBC. All injuries and illnesses must be reported to the employee's supervisor and the Burnaby campus first aid office as soon as possible.

Students on practicum must be in an approved practicum with compensation insurance through the workers' compensation board of the province in which they are performing their work.

### **Non-Reporting**

All work-, course-, and campus-, related injuries or illness must be reported as soon as possible after occurrence or the development of symptoms. It is against the law for BCIT, or anyone in a supervisory role at BCIT, to persuade or attempt to persuade non-reporting.



## WorkSafeBC Claims Information

The BCIT WorkSafeBC Registration Number is: 195674

BCITs WorkSafeBC Classification unit number is: 765001

BCIT has eight locations registered with WorkSafeBC. Location numbers:

- 001 Main Campus 3700 Willingdon Ave Burnaby
- (002) inactive - Maple Ridge Campus
- (003) inactive - Red Ford house Burnaby
- 004 Sea Island- Richmond
- 005 Downtown Campus -Seymour St. Vancouver
- 006 Marine -North Vancouver
- 007 Langley Secondary School -Langley
- 008 1608 Clivedon Ave - Delta
- 009 4355 Mathissi Place

### 6.2 Reporting Process

There are three reporting mechanisms for reportable work-, course-, or campus-, related injuries or illnesses at BCIT. The specific reporting mechanism is initiated and based upon the reason the individual was at, or being supervised by BCIT. The three categories are:

- 1) **BCIT Student/ELTT or Visitor** injuries or illnesses that are course-, or campus-, related and any campus-related injury illness affecting BCIT Students on Practicum or Apprenticeship and BCIT Employees
- 2) **BCIT Student on Practicum or Apprenticeship** sustaining a course-related injury or illness
- 3) **BCIT Employee** sustaining a work-related injury or illness

***NOTE:** Contractors are required to provide first aid for their employees working on BCIT campuses, unless arrangements have been made for BCIT to provide this service as part of the service agreement. In cases where BCIT provides First Aid for contractors (whether an agreement has been made or not) BCIT will provide a copy of the treatment record to the injured employee's supervisor. The contractor is responsible for all reporting of injuries and illness to WorkSafeBC and for completing related investigation reports.*

**First Aid Files:** Copies of all **contractor** injury or illness related information will be entered into a **GREEN** file folder and kept in a secure area for three years, after which time it will be given to the BCIT OHS Manager for archiving.

The three reporting mechanisms indicated above are discussed in detail in the following sections:

### BCIT Students or Visitors

BCIT has limited liability insurance for injuries and illnesses that affect students and visitors to BCIT campuses. In addition, this coverage extends to any campus-related injury or illness affecting BCIT Students on Practicum or Apprenticeship, and BCIT Employees.

***NOTE:** Students should be aware that they have a benefits package that is extended to them through*



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the BCIT Student Association. The program book can be located at:  
<http://www.gallivan.ca/studentnetworks/members/bcit/bcitbook.pdf>

When a reportable injury or illness occurs the BCIT First Aid attendant will enter the injury and treatment information into BCITs Safety Database Management System.

**NOTE:** In cases where the individual is treated at BCIT Medical Services and does not first report to BCIT First Aid, BCIT Medical Services will have the individual complete the Institute Protection Program Risk Management Incident Report (FIN 161) and promptly forward it to Burnaby First Aid, where the BCIT First Aid attendant will promptly enter the information into the BCIT Safety Database Management System and execute the necessary external reporting.

**NOTE:** In cases where a reportable injury meeting the criteria listed under this section is reported at a satellite campus, the satellite campus First Aid Attendant will complete the Institute Protection Program Risk Management Incident Report (FIN 161), make a copy for the file, and promptly forward the original to Burnaby First Aid.

The Burnaby Campus BCIT First Aid attendant will complete the Institute Protection Program Risk Management Incident Report (FIN 161), take a copy for the file and forward the original to BCIT Supply Management.

**First Aid Files:** Copies of all *student* or *visitor* injury or illness related information will be entered into a **RED** or **YELLOW** file folder, respectively, and kept in a secure area for three years, after which time it will be given to the BCIT OHS Manager for archiving.

### **BCIT Student on Practicum or Apprenticeship**

Students participating in the provincially approved practicum or apprentice component of BCIT's training or vocational programs are eligible for WorkSafeBC compensation coverage through the Ministry of Labor and Citizens' Services.

In order to receive WorkSafeBC compensation coverage BCIT First Aid must be provided with documentation of the injury or illness in a timely manner. The following documents should be submitted to the Burnaby BCIT First Aid Office as soon as possible:

**WorkSafeBC Form 6A – Worker's Report of Injury or Occupational Disease to Employer**

The student is required to submit this document to the Burnaby First Aid Office

**WorkSafeBC Form 7 – Employer's Report of Injury or Occupational Disease**

The student's supervisor is required to submit this document to the Burnaby First Aid Office

Upon receiving these documents the Burnaby First Aid attendant will enter the injury and treatment information into BCITs Safety Database Management System, complete a Form 7 – Employer's



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Report of Injury, take a copy for the first aid file, and submit the original to the Ministry of Labor and Citizens' Services.

**NOTE:** *In cases where the individual is treated at BCIT Medical Services and does not first report to BCIT First Aid, BCIT Medical Services will have the individual complete a WorkSafeBC Form 6A and promptly forward it to Burnaby First Aid, where the BCIT First Aid attendant will promptly enter the information into the BCIT Safety Database Management System and execute the necessary external reporting.*

<p><b>First Aid Files:</b> Copies of all injury or illness related information will be entered into a <b>ORANGE</b> file folder and kept in a secure area for three years, after which time it will be given to the BCIT OHS Manager for archiving.</p>
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## BCIT Employee

When an employee sustains a reportable injury or illness at work, the employee, employer, and physician must report the injury to WorkSafeBC. The information in these three reports is used by WorkSafeBC to adjudicate the claim.

Upon reporting the injury or illness to BCIT the employee will be asked to complete a WorkSafeBC form 6A and to report their injury to WorkSafeBC by calling WorkSafeBC teleclaim or by submitting a completed form 6 to WorkSafeBC.

**NOTE:** *In cases where a reportable injury meeting the criteria listed under this section is reported at a satellite campus, the satellite campus First Aid Attendant will complete a WorkSafeBC form 7, take a copy for the first aid file, and submit the original to the Burnaby First Aid office, where the Burnaby First Aid attendant will initiate a report to WorkSafeBC..*

**NOTE:** *In cases where the individual is treated at BCIT Medical Services and does not first report to BCIT First Aid, BCIT Medical Services will have the individual complete a WorkSafeBC Form 6A and promptly forward it to Burnaby First Aid, where the BCIT First Aid attendant will promptly enter the information into the BCIT Safety Database Management System and execute the necessary external reporting.*

Upon receiving these documents the Burnaby First Aid attendant will enter the injury and treatment information into BCIT's Safety Database Management System and will initiate a report in the WorkSafeBC online reporting system, EmployerConnect. Once all of the injury related information is completed in the EmployerConnect report the Burnaby First Aid attendant will take a copy of the report for the first aid file and will inform the BCIT Human Resources Total Compensation Assistant. The BCIT Human Resources Total Compensation Assistant will complete and submit the online EmployerConnect report.

**NOTE:** *Failure to report a reportable injury to WorkSafeBC and BCIT may disallow the compensation claim*



**First Aid Files:** Copies of all injury or illness related information will be entered into a **WHITE** file folder and kept in a secure area for three years, after which time it will be given to the BCIT OHS Manager for archiving.

## 7. Documentation

All related documentation must be maintained in a secure and confidential location.

Records of all work-, course-, or campus-, related first aid events will be entered into the BCIT Safety Data Management System. Whenever possible this will be completed by the First Aid attendant at the campus where the injury occurred, otherwise all records of injury or illness resulting from events occurring off site (not on any of the BCIT campuses) will be reported to, and entered by, the Burnaby First Aid attendants.

Each campus will maintain the associated First Aid Treatment records for a period of three years at which time they will be provided to the BCIT OHS Manager for archiving.

Copies of the following documentation will be maintained at the Burnaby First Aid Office for a period of three years at which time they will be provided to the BCIT OHS Manager for archiving:

- First Aid Treatment Records for all treatment provided at Burnaby Campus
- Copies of First Aid Treatment Records for reportable injuries and illness at any of the other BCIT campuses
- Copies of any Form 6A- Worker's Report of Injury or Occupational Disease that is submitted to First Aid by BCIT employees or students
- Copies of submitted Institute Protection Program Risk Management Incident Reports (FIN 161), Form 7- Employer's Report of Injury or Occupational Disease for Students on Practicum or Apprenticeship, and Employer Connect/Form 7 Employer's Report of Injury or Occupational Disease
- Any other related documentation that is submitted to First Aid or the Safety and Security Department by the employee, supervisor or witnesses
- Related Incident Investigations, as necessary (BCIT Safety Manual Part 2 Section 20 – Accident Investigations)

BCIT Human Resources will maintain copies of completed WorkSafeBC reporting documents for BCIT employees in addition to all WorkSafeBC claim related letters and documentation in the associated employees personnel file.

## 8. Program Review

The BCIT First Aid Reporting procedures must be reviewed annually for the following:

- Gaps and inefficiencies in the provision of first aid services at BCIT
- The effectiveness of first aid reporting mechanisms



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The annual review will be done in consultation with the Joint Occupational Health and Safety Committees.