

## Location

The **BURNABY CAMPUS** first aid room is located:

**The West Side of NE16 just off of Goard Way.**



## Hours of Operation and Retaining Services

The **BURNABY CAMPUS** first aid hours of operation and details on how to retain services are outlined below:

Hours	How to Receive First Aid Treatment
<b>Regular Service Hours</b> Weekdays 0700 – 2200  Saturday 0800 - 1530	Attend the first aid office on the west side of NE16, if able. If first aid office is closed upon arrival, call BCIT Security <b>604-451-6856</b> using the intercom next to the entrance. Call first aid <b>604-432-8872</b> or BCIT Security <b>604-451-6856</b> if assistance is needed at injury location. Request first aid through the <a href="#">Safety-Wise App</a> .
<b>Off-Hours</b> Weekdays 2200 – 0700  Saturday 0000 – 0800 1530 – 2359  Sundays – All day	Call BCIT Security <b>604-451-6856</b> for first aid assistance. Request first aid through the <a href="#">Safety-Wise App</a> .



# BCIT FIRST AID PROCEDURES - BURNABY CAMPUS

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## First Aid Attendant Response to Call

The BCIT first aid attendant will provide treatment to patients to arrive directly to the first aid room in NE16. First aid will attend the site of an injury to provide treatment if called directly or contacted by BCIT security. The first aid attendant responding to a call-out will either go to the site on-foot or be transported in the security truck by BCIT security. When first aid is contacted directly and must travel to injury location, the first aid attendant will contact BCIT security to transport them to the location or meet them at the injury site.

If a first aid attendant is away from the first aid room responding to a call, additional coverage is offered by either the BCIT Audiometric Technician/First Aid Attendant, when onsite, or by a BCIT Security Guard (via Paladin Security).

If an injury occurs after hours, BCIT security will respond directly to all first aid requests, and either walk the patient to the first aid room or treat at the injury site.

## Supplies and Services

First aid treatment is available to all employees, students, and visitors attending BCIT, including students staying in on-campus housing (SW10-16). Contractors are considered responsible for providing first aid to their own staff, unless otherwise agreed upon.

As determined by the First Aid Risk Assessment, **BURNABY CAMPUS** has the following first aid supplies and personnel:

Hours	Minimum First Aid Personnel	First Aid Supplies <a href="#">(as per OHSR G3.16 (1.1))</a>
Regular Service Hours	At least 1 <b>Level 2 Occupational First Aid Attendant</b>	A first aid room and a level 2 first aid kit. Additional Level 2 First Aid Kit in Security Truck.
Off-Hours	At least 1 <b>Level 1 Occupational First Aid Attendant.</b>	A first aid room and a level 2 first aid kit. Additional Level 2 First Aid Kit in Security Truck.

In addition to the above, first aid attendants at **BURNABY CAMPUS** are trained to administer naloxone and have 2-kits on their belts in the event that they must respond to an opioid overdose.

## Automatic External Defibrillators (AEDs)

There are **12 AEDs** available throughout the **BURNABY CAMPUS**, available to be used by first aid attendants, security, and members of the BCIT community as needed. All BCIT first aid attendants and security personnel are trained to use the AEDs.

Locations	Map
NE01 – 2 <sup>nd</sup> floor across from Pavilion	
NE16 – First Aid Room	
NE12 – North of Main Entrance	
SW01 – Main Floor Entrance	
SW11 – Next to Housing Office	
SE01 – East of Main Entrance	
SE14 – North of Main Entrance	
SE16 – Gym Near Front Desk	
Security Truck – Mobile Access	
NW04 – Main Entrance 1 <sup>st</sup> Floor	
SE06 – Main Entrance 2 <sup>nd</sup> Floor	
SE 40 – 1 <sup>st</sup> floor	

## Patient Transport to Medical Aid and Calling for Emergency Services

### *Non-Emergency Medical Aid Required – Students*

When responding to a student injury where the BCIT first aid attendant determines that the patient requires further medical aid, but does not require emergency transportation, they will coordinate one of the following:

- Accompany to student to BCIT Student Health Services (located in SE16) to be seen by a medical professional. Clinic staff must be contacted ahead of time (604-432-8608).
- Arrange the transportation (via taxi) of the student to an appropriate medical facility. The attendant may accompany the student, if deemed necessary.
- The student refuses any further assistance/transport, and the attendant ends treatment and advises that the student seek medical aid when they are able.

### *Non-Emergency Medical Aid Required – Employees and Visitors*

When responding to an employee or visitor injury where the BCIT first aid attendant determines that the patient requires further medical aid, but does not require emergency transportation, they will coordinate one of the following:

- Arrange the transportation (via taxi) of the employee/visitor to an appropriate medical facility. The attendant may accompany the employee/visitor, if deemed necessary.
- The employee/visitor t refuses any further assistance/transport, and the attendant ends treatment and advises that the student employee/visitor seek medical aid when they are able.

## *Contacting Emergency Services*

All BCIT community members are advised to contact 911 in the event of an emergency if they determine it to be immediately necessary. Members of the BCIT community are advised to contact BCIT Security (**604-451-6856**) if they have called 911 of emergency services. Emergency calls made through the [Safety-Wise App](#) will result in BCIT Security being directly notified.

A responding first aid attendant determines that emergency services are required, they will arrange for emergency services to be contacted in one of the following ways:

- Direct BCIT Security to call for emergency services.
- Direct a bystander to contact BCIT Security to arrange for emergency services.
- Direct a bystander to call 911 directly, ideally through the [Safety-Wise App](#) or on a campus land-line.
- Contact emergency services themselves through any effective means.

Security is responsible for coordinating meeting responding emergency services and directing/escorting them to the scene of the emergency.

The primary pre-arranged route for emergency services to attend the Burnaby Campus is by entering from Goard way off of Willingdon Avenue, and meeting Security at the Security office. BCIT Security may direct emergency services to meet them at another campus entrance as deemed necessary.

If directing emergency services to the NE16 first aid room, security will direct them to the laneway on the south side of the building, to access the first aid room through NE16-130 for ramp access.

## Authority of BCIT First Aid Attendants

The responding BCIT Security personnel or First Aid Attendant has full responsibility for the treatment of patients on all BCIT property unless/until:

- The care of a patient is transferred to a more qualified BCIT First Aid Attendant.
- The care of a patient is transferred to a student medical services doctor or a emergency responder.
- The patient has refused treatment, including refusing BCIT-arranged transport to medical aid.

BCIT first aid attendants have the authority to provide treatment to unconscious/unresponsive patients under implied consent.

## Incident and Injury Reporting Procedures

All employee, student, and visitor injuries must be reported to their supervisor and to BCIT first aid. BCIT employees may report incidents directly to the institute using [BCIT's online incident reporting \(IRIS\), in addition to reporting to first aid](#). Student and visitor incidents can be reported directly to the institute by their supervisors using this system. BCIT first aid will report all incidents to which they have responded to the institute using IRIS.

All employee incidents requiring medical aid initiate an incident investigation, with the final investigation submitted to WorkSafeBC within 30-days of the date the incident was reported.



## Serious Incident and Injury Reporting Procedure

Work-related incidents/injuries experienced by any member of the BCIT Community meeting the definition of a serious injury/incident ([see part 68 of the Worker's Compensation Act](#)), must be immediately reported to a supervisor (if applicable) and BCIT First Aid. The supervisor must report the serious incident immediately to WorkSafeBC (604-279-3100). The supervisor or BCIT First Aid must contact BCIT Security and have them notify BCIT Security Management and the on-call OHS team member of the serious incident.

In the event that there is no supervisor available, BCIT First Aid contact BCIT Security, and have them inform BCIT Security Management and the on-call BCIT OHS team member of the serious incident. The OHS team member will contact WorkSafeBC immediately.