

FIRST AID DRILL

TOPIC OVERVIEW

First aid procedure and drills are crucial for ensuring that workers know how to respond in an emergency, minimizing injury, and saving lives. Regular drills help familiarize workers with their employers or site specific procedures, improving response time when emergencies arise. Additionally, WorkSafeBC regulation requires workplaces to have adequate first aid measures and to conduct drills of their first aid procedures.

KEY STEPS IN A FIRST AID DRILL

1. **Scenario Setup:** Prepare a realistic first aid scenario.
2. **Assess the Scene:** Ensure the safety of the surroundings before approaching the injured person.
3. **Assess Injured Person:** Check for any immediate threats like bleeding, breathing, or signs of fractures.
4. **Call for Help:** Call for emergency help based on the assessment.
5. **Apply First Aid:** Perform the appropriate first aid based on the injury.
6. **Monitor the Injured Person:** While waiting for medical help, monitor the injured person's condition.
7. **Record the Drill:** After the drill, make sure to record the drill in a safety log, including details of what went well and any improvements needed.

EFFECTIVE FIRST AID DRILL TIPS

Tips for an Effective First Aid Drill

- Drills should be designed in such a way that they do not pose an undue hazard to workers, first aid attendants participating in the drill, or the public. Where necessary to ensure worker safety, manikins may be used to simulate injured workers when testing procedures for transporting an injured worker to an ETV or area accessible to BC Emergency Health Services (BCEHS). If a drill of a particular first aid procedure poses an undue hazard to workers or others, a tabletop exercise may be used to supplement drill activities, if it will allow for an effective evaluation of the employers' procedures.
- Practice Regularly: Regularly practicing first aid drills ensures that employees are prepared in case of an emergency.
- Keep It Realistic: Make the scenarios as close to real-life as possible but ensure that they do not cause unnecessary panic.
- Debrief and Discuss: After the drill, have a quick debrief session to discuss what went well and areas for improvement.

Procedures and processes that should be assessed during first aid drills include

- The authority of first aid attendants over the treatment of injured workers.
- The ability of first aid attendants or other workers to access equipment, supplies, and first aid facilities.
- Workers' familiarity with how to call for first aid, the location of the first aid equipment, and how the first aid incident is communicated to the rest of the site.
- How effectively the first aid attendant(s) can be summoned & respond to both minor and serious injuries.
- How effectively an injured worker can be accessed and moved, and if there are any barriers present in the workplace.

FIRST AID DRILL - *continued*

- How effectively an injured worker can be prepared (packaged) and transported to an area accessible to BC Emergency Health Services (BCEHS), if required.
- Whether first aid attendants are familiar with documentation and reporting requirements.
- The responsibility of employers to report injuries to WorkSafeBC.

Equipment and Setup for the Drill

- First Aid Kit – Ensure all necessary items like bandages, dressings, and antiseptics are available.
- Safety Gear – Ensure that everyone involved in the drill is wearing appropriate personal protective equipment (PPE).

WorkSafeBC Requirements

1. **Annual Drills:** WorkSafeBC requires that all workplaces conduct first aid drills at least once a year or whenever procedures change significantly. Drills should test the effectiveness of your procedures, including how well your communication system works and the ability of first aid attendants to respond.
 - Annually at each fixed location, and when procedures change
 - Single or multiple employers working at various temporary locations
 - Annual drill at one location, provided procedures remain substantively the same
 - If procedures vary substantially between locations, then multiple drills will be required
 - For multiple-employer locations, drills should be initiated by the prime contractor unless there are other arrangements made in writing
 - For the purpose of conducting drills, a temporary location will be considered any location where workers are located for less than a year.
2. **First Aid Assessment:** Employers must conduct a first aid assessment to determine the minimum level of first aid required at the workplace. This includes identifying the number of workers, the workplace hazard rating, and whether the workplace is remote or less accessible.
3. **First Aid Equipment and Supplies:** Employers are responsible for ensuring that the workplace has the required first aid equipment, supplies, facilities, and attendants to treat injured workers.
4. **Record Keeping:** After conducting a first aid drill, it is important to record the details of the drill, including what went well and any areas for improvement.

RESOURCES



[WorkSafeBC
Regulation Part 3,
Division 3 - First Aid](#)



[WorkSafeBC
First Aid Requirements
Guidelines](#)

FIRST AID DRILL - *continued*

LOCATION		DATE	
PRESENTED BY		TIME	

KEY STEPS IN A FIRST AID DRILL

REVIEW PREVIOUS ACCIDENT/INCIDENT/NEAR MISSES

OTHER SAFETY ISSUES OR SUGGESTIONS MADE BY STAFF

ATTENDANCE RECORD			
NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			

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