

# Safety Facts: First Aid Reporting\*



## What is first aid reporting?

We provide first aid in the workplace when a person needs treatment to preserve their life and minimize the consequences of an injury or illness until medical help is available. First aid also treats minor injuries and illnesses that do not require medical intervention.

## Why is it important?

First aid is required in all worksites, whether an office or the factory floor. Prompt, easily accessible, and appropriate first aid treatment must be available to all staff.

New employees should receive instruction on first aid treatment during their orientation. Post information about your first aid program in visible locations and make it available to visitors and contractors. These instructions should provide direction on:

- Location of first aid facilities
- How to contact first aid services or first aid attendants
- Emergency numbers and locations and directions to local hospitals
- After hours reporting
- When to contact first aid services and what to report
- Timelines (when to report injuries that have symptoms that occur after the initial injury)
- Non-work related injury reporting

## Create an effective first aid program:

- Provide an effective way to contact a first aid attendant. Communicate this information to all employees and attendants.
- Post the locations of hospitals and other emergency numbers in treatment areas to send injured workers for treatment.
- The First Aid Attendant must record each reported injury, illness or exposure in the first aid treatment book. Keep this book secure.
- Report all workplace-related injury (no matter how minor), illness, or exposure to a harmful substance. A qualified first aid attendant should treat all injuries and illnesses.



- Report any accidents or exposure events requiring medical attention to a first aid attendant as soon as possible after they occur. You will need to complete the WorkSafeBC form 6. The first aid attendant must document these events.
- Report Injuries that occur several days after the initial incident (e.g. back injuries) as soon as possible.

Prompt reporting will help ensure effective treatment and minimize any delays in the claims process. When an incident occurs, conduct an investigation quickly to prevent further incidents or injuries.

If medical treatment has been sought for an unreported work-related injury, report the injury as soon as possible to your supervisor to prevent delays in the claims process.



## \* For additional resources visit:

[Occupational First Aid](#)

[First Aid – General](#) – Canadian Centre for Occupational Health and Safety

[Reporting of Injury or Disease and Process for Claiming Compensation](#)

[Application for Compensation and Report of Injury or Occupational Disease \(form 6\)](#)

