VIU Occupational First Aid Program

Health and Safety Services

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## 1. Introduction

Vancouver Island University is committed to providing occupational first aid that meets or exceeds the requirements of the BC Occupational Health and Safety Regulations (revised November 1, 2024).

First aid in the workplace is about providing VIU workers with prompt, easily accessible, and appropriate first aid treatment. Depending on the VIU workplace, some or all of the following may be needed:

* Occupational first aid attendants with the training appropriate for the type of workplace, number of workers, and time to a hospital.
* Proper facilities, such as first aid rooms or dressing stations.
* First aid kits with appropriate types and quantities of supplies.
* A record-keeping system to log incidents.
* Appropriate means of transporting injured workers to medical aid.
* Effective means of communication between first aid attendants and workers.

At VIU, first aid services are extended to students, contractors, and visitors.

## 2. Purpose

Part 3, Rights and Responsibilities of the BC Occupational Health and Safety Regulation requires that an

employer (Vancouver Island University) conducts a first aid risk assessment to ensure an adequate level of occupation first aid is provided to all employees. The first aid risk assessment outlines the minimum level of first aid training and supplies required. The first aid risk assessment is based on:

1. the hazards of the workplace,
2. ground travel time to a BC Emergency Health Services (BC EHS) ambulance station,
3. the number of employees,
4. the remoteness of the worksite,
5. the ability for BC EHS to access an injured employee.

Vancouver Island University is committed to providing and maintaining the appropriate first aid services and equipment as required by Part 3, Rights and Responsibilities of the BC Occupational Health and Safety Regulations.

## 3. Scope

The VIU Occupational First Aid program ensures that the university is compliant with the requirements of the BC OHS Regulations at all on and off-campus locations.

## 4. VIU Health and Safety Policy 41.09

“Vancouver Island University is committed to promoting a safe and healthy working and learning environment. It is the priority of the University to ensure safe working conditions and job safety practices in the planning, budgeting, direction, and implementation of the University’s activities.”

## 5. Responsibilities

At VIU, everyone has a responsibility for safety. In BC, the Workers Compensation Act identifies the legal responsibilities of the employer, supervisors, and workers. The following list outlines the specific institutional responsibilities related to occupational first aid.

Occupational first aid services are contracted out to the VIU security contractor (GardaWorld). The contractor provides first aid services for VIU employees, students, contracted employees, and members of the public when they are on the Nanaimo or Cowichan campuses. All other VIU worksites provide first aid services through trained VIU employees.

All persons providing first aid services on behalf of VIU will do so to meet VIU’s legal obligations under the WorkSafeBC Occupational Health and Safety Regulations.

**Vancouver Island University (The Employer)**

1. VIU will provide for each workplace the equipment, supplies, facilities, first aid attendants and services adequate and appropriate for:

(a) promptly rendering first aid to workers if they suffer an injury at work, and

(b) transporting injured workers to medical treatment.

2. The type and quantity of equipment, supplies, facilities, first aid attendants and services must be no less than is required by [**Schedule 3-A** of the BC Occupational Health and Safety Regulations.](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#Schedule3A)

3. VIU will assess each workplace for the following:

(a) the number of workers who may require first aid at any time,

(b) the nature and extent of the risks and hazards in the workplace, including whether or not the workplace as a whole creates a low, moderate or high risk of injury,

(c) the types of injuries likely to occur,

(d) any barriers to first aid being provided to an injured worker, and

(e) the time that may be required to obtain transportation and the time to transport an injured worker to medical treatment.

4. VIU will review the assessment:

(a) within 12 months after the previous assessment, or

(b) whenever a significant change affecting the assessment occurs in the employer's operations.

5. VIU must keep all first aid equipment, supplies, and facilities clean, dry, and ready for use, and be readily accessible at all times.

**First Aid Attendants (GardaWorld)**

1. GardaWorld employees (security contractors) will provide first aid services to all VIU staff, students, visitors, and contractors. If the care required is beyond their scope of training, they will request assistance from BC Ambulance Services.

2. GardaWorld employees will hold and maintain an Intermediate Level of first aid certification.

3. GardaWorld employees will observe and report signs and symptoms of injuries and exposures to contaminants, using the [VIU First Aid Report](https://safetyincidents.viu.ca/public_first_aid_form).

4. GardaWorld employees will ensure that their first aid supplies are fully stocked and that expired supplies are removed.

**First Aid Attendants (VIU Employees)**

1. The first aid attendant must:

(a) promptly provide injured workers with a level of care within the scope of the attendant's training,

(b) record observed or reported signs and symptoms of injuries and exposures to contaminants, using the [VIU First Aid Report](https://safetyincidents.viu.ca/public_first_aid_form),

(c) refer to medical treatment workers with injuries considered by the first aid attendant as being serious or beyond their scope of training.

2. A first aid attendant must be physically and mentally capable of safely and effectively performing their required duties. WorkSafeBC may at any time require the attendant to provide a medical certificate.

3. The first aid attendant is responsible and has full authority for all first aid treatment of an injured worker until responsibility for treatment is accepted:

(a) at a place of medical treatment,

(b) by an ambulance service acceptable to the Board, or

(c) by a person with higher or equivalent first aid certification.

(4) The first aid attendant does not have the authority to overrule a worker's decision to seek medical treatment or the worker's choice of medical treatment.

**Health and Safety Services**

Administration and oversight of the Occupational First Aid Program has been assigned to the Department of Health and Safety Services (HSS).

1. HHS will purchase all first aid supplies and ensure the necessary supplies are available to VIU First Aid Attendants as well as GardaWorld employees.

2. HHS will pay for the first aid training for VIU employees who require it.

3. HHS will organize and lead the annual first aid drill.

4. HHS will review this program annually, or when required due to workplace changes.

## 6. Regulatory and Best Practice Requirements

[BC Workers Compensation Act, Part 3](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber:3.14)

## 7. Procedural Requirements

**First Aid Assessment**

As an employer in BC, VIU is required to document a written assessment to determine the first aid equipment, supplies, and facilities required at each of our workplaces. VIU’s First Aid Assessments are documented in [Appendix 1](#_APPENDIX_1). The following factors were considered when conducting our first aid assessment:

1. Identify the number of workplaces.
2. Determine the number of workers on a shift.
3. Determine the Workplace Hazard Rating for each workplace (WCB Classification Unit [CU]).
   1. Determine if the work activities at this location are typical of your CU?
4. Determine if the worksite is remote.
   1. < 30 minutes to a BCEHS station (not remote)
   2. > 30 minutes to a BCEHS station (remote)
5. Determine if the workplace is accessible.
6. Determine the workplace OFA Class (1, 2, 3, 4)
7. Document the first aid requirements for the worksite.
   1. First Aid Kit (Personal, Basic, Intermediate, Advanced) and number of each.
   2. First Aid Facilities (None, Dressing Room, First Aid Room) and number of each.
   3. First Aid attendant(s) (None, Basic, Intermediate, Advanced, Transport Endorsement) and the number of each.

VIU must also consider the following additional factors that may affect its ability to provide an injured worker first aid or transportation to medical treatment:

1. Risks and hazards unique to the workplace.
2. Risks and hazards not typical of your CU.
3. Types of injuries that have previously occurred at the workplace or similar workplaces.
4. Barriers that could limit or delay a worker’s access to first aid.
5. Equipment that may be necessary to safely rescue a worker from less accessible areas.
6. Known barriers that may affect BCEHS response time or time to transport to hospital.

**Field Trips and other off-campus activities**

A first aid assessment is required for each field trip and off-campus activity to ensure that adequate first aid coverage is available to VIU employees, and as a duty of care to the students participating in the activity. The WorkSafeBC [First Aid Assessment Worksheet](https://www.worksafebc.com/en/resources/health-safety/forms/first-aid-assessment-worksheet?lang=en)must be completed:

1. Prior to the start of a field trip:
   1. an instructor will complete the first aid assessment worksheet.
   2. This can be done in consultation with Health and Safety Services if needed.
2. On completion of the assessment, the level of first aid requirements for that specific field trip will be determined (e.g. the training level and first aid kit)
3. The first aid requirements may differ from field trip to field trip and will depend on:
   1. the number of employees present on the field trip,
   2. how remote the field trip is (> 30 minutes or < 30 minutes to a BC EHS/Ambulance station) and,
   3. how accessible the site is for BC EHS.
4. If a field trip is repeated each year (same location, same number of employees present, etc.) then there is no requirement to do the assessment each time. The initial assessment remains valid.

### **First Aid Equipment: Inventory**

Health and Safety Services will provide all first aid supplies for GardaWorld and the VIU employee first aid attendants.   
  
GardaWorld Employees at the Nanaimo Campus will have key access to the First Aid Room supplies (Building 120, Room 228). GardaWorld employees may restock their first aid kits from the supplies in the First Aid room. If this occurs, they must record all first aid supplies that they remove. If GardaWorld employees notice that first aid supplies in the First Aid Room need to be restocked, they will send a notification email to [safety@viu.ca](mailto:safety@viu.ca).

VIU Employee First Aid Attendants will email [safety@viu.ca](mailto:safety@viu.ca) for all first aid supply needs. Health and Safety Services will deliver the supplies in person or via interoffice mail.

### **First Aid Kits: Inventory**

GardaWorld employees will be responsible for ensuring that their first aid kits meet the current WorkSafeBC requirements. GardaWorld employees will either restock their kits from the First Aid Room or email [safety@viu.ca](mailto:safety@viu.ca).

VIU Employee First Aid Attendants will be responsible for ensuring that their first aid kits meet the current WorkSafeBC requirements. VIU employees will email [safety@viu.ca](mailto:safety@viu.ca) for restocking needs.

### **Annual First Aid Drills**

Health and Safety Services will organize, conduct and document annual first aid drills. The drills will test the effectiveness of our procedures, help first aid attendants to understand their roles and responsibilities and provide an opportunity to identify and resolve any issues with our procedures. The annual first aid drills will assess:

* Workers access to equipment, supplies, and first aid facilities
* Workers familiarity with calling for first aid and the location of first aid equipment on campus
* How effectively a first aid attendant can be summoned
* A first aid attendant’s response to both minor and serious injuries
* How effectively an injured worker can be accessed, and if there are any barriers in the workplace
* How effectively an injured worker can be prepared and transported to an area accessible to BC Emergency Health Services
* Whether first aid attendants are familiar with documentation and reporting

## 8. First AId Procedures

**Medical Emergencies**

For all medical emergencies, call 911. Once you have contacted 911, please have someone nearby call Campus Security at 250-740-6512 to report the incident.

A medical emergency is a potentially life-threatening medical condition that requires immediate care. Examples of medical emergencies include:

* Bleeding that won’t stop
* Respiratory problems or laboured breathing
* Sudden changes in mental status or capacity
* Chest pain
* Unconsciousness
* Fainting
* Injuries to the head or spine
* Ingesting poisonous substance

**Summoning First Aid Services**

**Nanaimo Campus:**

1. To advise of a medical emergency, after 911 is called:

* dial local 6512 from any internal VIU phone.
* dial 1-250-740-6512 from a cell phone.

1. For mobile first aid service:

* dial local 6512 from any internal VIU phone.
* dial 1-250-740-6512 from a cell phone.

1. Drop-in First Aid Stations: Available for minor injuries during business hours.

* The gymnasium (Building 190)
* Campus Security Office (Building 315).

**Cowichan Campus:**

1. To advise of a medical emergency, after 911 is called, dial local 6600 from any internal VIU phone or call 1-250-740-6600 from a cell phone.
2. For mobile first aid services:

- dial local 6600 from any internal VIU phone.

- dial 1-250-740-6600 from your cell phone.

**Tiwšɛmawtxʷ (Powell River):**

1. To advise of a medical emergency, after 911 is called, call 604-485-2878 to report the incident to VIU.
2. For first aid service, call 604-485-2878

**Deep Bay:**

1. To advise of a medical emergency, after 911 is called, inform any VIU employee.
2. For first aid service, inform any VIU employee that is available.

**Milner Gardens:**

1. To advise of a medical emergency, after 911 is called, inform any VIU employee.
2. For first aid service, inform any VIU employee or volunteer.

**Cowichan Trades Centre:**

1. To advise of a medical emergency, after 911 is called, inform any VIU employee.
2. For first aid service, inform a VIU instructor.

**HEO (Timberlands):**

1. To advise of a medical emergency, after 911 is called, inform any VIU employee.

2. For first aid service, inform a VIU instructor.

**G.R. Paine Horticultural Training Centre:**

1. To advise of a medical emergency, after 911 is called, inform any VIU employee.
2. For first aid service, inform a VIU instructor.

**Responding to Overdose Emergencies**

All Nanaimo Security Guards are equipped with portable Naloxone kits. Publicly accessible naloxone kits are located at all the VIU campuses. Contact 911 first if you suspect someone is experiencing an overdose. Once you have contacted 911, please have someone nearby call Campus Security at 250-740-6512 to report the incident.

## 9. Training and Education Requirements

In B.C., workplace first aid attendants must have a certificate that WorkSafeBC recognizes. To provide first aid services for VIU employees a first aid attendant must have a current certificate.

## 10. Injury Incident and First Aid Reporting

Employees: <https://safetyincidents.viu.ca/>

Contractors/Visitors/Students: <https://safetyincidents.viu.ca/public_incident>

First Aid Attendant First Aid Report: <https://safetyincidents.viu.ca/public_first_aid_form>

## 11. Tools and resources available to the VIU community

1. VIU Health and Safety Services: [www.viu.ca/healthandsafety](http://www.viu.ca/healthandsafety)

2. [WorkSafeBC First Aid Requirements](https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3Dfirst%2520aid%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=first%20aid)

# **APPENDIX 1: VIU Minimum First Aid Requirements**



# **APPENDIX 2: First Aid Services Available at VIU**

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| --- | --- |
| **Nanaimo Campus** | 1 x First Aid Room |
| 2 x Dressing Rooms |
| 9 x Basic First Aid Attendants (VIU Employees) |
| 17 x intermediate Level First Aid Attendants (12 Security Guards, 5 VIU Employees) |
| 11 AED stations |
| 20 nasal naloxone stations |
| **Cowichan Campus** | 1 x First Aid Room |
| 2 x Intermediate Level First Aid Attendants (Security) |
| 1 AED station |
| 1 nasal naloxone station |
| **Cowichan Trades Centre** | 1 x Basic Level First Aid Attendant (VIU Employee) |
| 1 x Intermediate Level First Aid Attendant (VIU Employee) |
| 1 nasal naloxone station |
| **Tiwšɛmawtxʷ (Powell River) main campus and Carpentry/Automotive Programs** | 2 x Basic Level First Aid Attendant (VIU Employees) |
| 1 x Intermediate First Aid Attendant (VIU Employee) |
| 1 AED station |
| 1 nasal naloxone station |
| **Milner Gardens** | 6 x Basic Level First Aid Attendant (VIU Employees) |
| 1 AED station |
| **Paine Horticultural Site** | 2 x Basic Level First Aid Attendant |
| 1 x Intermediate Level First Aid Attendant |
| **VIU Woodlot** | 2 x Basic Level First Aid Attendant (VIU Employees) |
| 1 x Emergency First Aid for Industry (VIU Employee) |
| **Heavy Equipment Operator (HEO): Timberlands Road** | 2 x Intermediate Level First Aid Attendant (VIU Employees) |
| **Deep Bay Marine Station** | 1 x Basic Level First Aid Attendant |
| 1 x Intermediate Level First Aid Attendant |
| 1 AED station |
| 1 nasal naloxone station |
| **Woss: Fundamentals of Forest Harvesting Practices** | Western Forest Products provides VIU’s Occupational First Aid Services |