



**POLICY NO. 4560**

**FIRST AID ATTENDANTS**

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**POLICY**

The Board of School Trustees recognizes an employee's right to work in a safe and healthy work environment. To this end the Board requires that all work sites comply with the Workers Compensation Act, its policies and regulations.

Notwithstanding the above, as a minimum, every school shall endeavour to have an employee with a Level 1 First Aid Certificate designated as the First Aid Attendant.

Legal Reference: *Workers Compensation Act*



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**REGULATIONS**

1. Workers Compensation Act Requirements

1.1 The Workers Compensation Act and Regulations designates work sites in School Districts as "Class C" Hazards. Accordingly, the following requirements shall be complied with:

Number of workers per shift:

**less than 20 minutes from hospital**

2-10 No First Aid Attendant required  
11-50 Level 1 First Aid Attendant  
51-100 Level 2 First Aid Attendant

**more than 20 minutes from hospital**

2-5 No First Aid Attendant required  
6-30 Level 1 First Aid Attendant  
31-50 Level 1 First Aid Attendant  
plus transportation endorsement  
51-75 Level 3 First Aid Attendant

1.2 Each school / work site shall have a designated First Aid Attendant with qualifications in accordance with 1.1 above and the Workers Compensation Board Regulations.

1.2.1 The work site / school supervisor shall ensure compliance with this Policy and report to the District Health and Safety Committee the name(s) of the First Aid Attendant.

1.2.2 The District Health and Safety Committee shall review, on an annual basis, each facility to ensure that First Aid Attendant coverage is being provided when required.

2. Financial Support

The financial support provided within this Regulation shall not supersede any provision(s) of any current collective agreement. If a collective agreement provides financial benefit but is silent on process for approval, section 2.1 and 2.2 shall apply.

2.1 The Board shall pay all first aid training course fees, provided:

- a) the course was approved in advance;
- b) the course will result in compliance with 1.1 above;
- c) the course was successfully completed; and
- d) the employee agrees to provide first aid coverage for a school / work site for the duration of the first aid certificate.



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**REGULATIONS (Continued)**

- 2.2 Employees will receive Level 2 and 3 First Aid training outside of their working hours.
- 2.3 Employees designated by the Board, and required by this Policy or the *Workers Compensation Act*, as a First Aid Attendant for a school / work site shall receive the following monthly compensation:
  - a) Level 1 \$ 20.00 per month
  - b) Level 2 \$ 30.00 per month
  - c) Level 3 \$ 40.00 per month
- 3. Selection of First Aid Attendant
  - 3.1 Any employee at a work site is eligible to be considered for the First Aid Attendant position.
  - 3.2 Presence at the work site throughout the normal operating hours will be the first consideration.
  - 3.3 Possession of the necessary current qualifications will be the second consideration.
  - 3.4 No unionized employee shall be required to fulfill the duties of the First Aid Attendant unless such duties form part of their job description.
  - 3.5 Where more than one employee at the work site is interested in fulfilling these responsibilities and the employees possess the same qualifications, the selection will be based on the greatest experience in providing services of a similar nature with the least disruption to the classroom.