Injury or Incident Flow Chart

First Aid Attendant Duties

If the injury is serious, summon help by immediately calling 911 or the CLS Emergency Number 604.320.0006 or other assistance as necessary.

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Administer first aid as necessary within the scope of the attendant's training.

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Complete the CLS First Aid Record and forward to Employee Services.

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If further medical treatment is sought, offer light duties and give employee the CLS Medical and Return to Work form to take to their medical practitioner.

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Communicate the incident to the Coordinator or Assistant Coordinator as soon as possible.

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Fill out First Aid Record Log.

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Advise Coordinator and Employee Services of incident.
* First Aid Reports are confidential and should only be reviewed by the Coordinator and forwarded to Employee Services.

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Note: An incident investigation is necessary following a First Aid Report when the injury or occupational disease or illness requires or subsequently requires further medical treatment.
(See Element F for procedures.)