

## Workplace Incident - First Aid Attendant Task

When first aid attendants administer first aid to an injured employee they must complete an online first aid report.

1. Access the First Aid form, by selecting the FIRST AID ATTENDANTS ONLY menu option in the Web Portal:



2. Type the injured employee's last name and then press the SEARCH button:

The screenshot shows the 'My Forms Employee Search' form. The 'Employee Name' field contains the text 'Handfield'. The 'SEARCH' button is highlighted with a red circle and an arrow. The form also includes fields for 'Emp No', 'Status', and 'Category'. Below the search fields, there is a note: 'Enter the search criteria above and then click on the Search button. You can enter a \* as the first or last character of your search criteria to perform an 'in-text' search. Click on the hyperlink containing the information you want to work with.'

3. Select the appropriate name of the injured employee from the list provided:

The screenshot shows the 'My Forms Employee Search' form with search results displayed. The 'Employee Name' field contains 'Handfield, Lynda-Marie'. The 'Emp No' field contains '20020211'. The 'Status' field is set to 'Active'. The 'Category' field is set to 'Excluded Staff'. The search results are highlighted with a red circle and an arrow. The form also includes a 'SEARCH' button and a note: 'Enter the search criteria above and then click on the Search button. You can enter a \* as the first or last character of your search criteria to perform an 'in-text' search. Click on the hyperlink containing the information you want to work with.'

4. Select FIRST AID RECORDS from the "Submit A New Form" menu:

**My Forms**

You are selecting a form for **HANDFIELD, LYNDIA-MARIE (20020211) - EXCL.**

**Submit a New Form**

- My Forms
  - First Aid Records**
  - First Aid Records
  - Health And Safety Incident
    - Incident Reporting Form
    - Witness Reporting Form
  - Schedule Review
    - Schedule Review Comment From School

**My Un-Submitted Forms - Click on a form below to edit and submit it.**

Form Description	I.D.	Created	Other Info

**My Submitted Forms - Click on the links below to view details**

Form Description	Edit Or Cancel	Track I.D.	Created	Other Info

**My Processed Forms - Click on the links below to view details**

Form Description	Track I.D.	Created	Other Info	Status

- Complete the fields as appropriate/required.
- Be sure to indicate whether or not the employee has completed their 6A online. If you select NO, the employee will be sent an email to remind them to complete a 6A.

Enter the First Aid Records information and press the submit button.

FIRST AID RECORD - WORKSAFE FORM

**Has the injured employee submitted a 6A form?**

☐ Yes      ☐ No

**WORKSAFE BC**

This record must be kept by the employer for three (3) years. This form must be kept at the employer's workplace. Do **NOT** submit to WorkSafeBC.

FIRST AID RECORD

Sequence Number:

- Use the binoculars at the end of the form to look up your own name:


**Description of the treatment given** (What did you do?)

**Name of witnesses**

1.  2.

**Arrangement made relating to the worker** (return to work/medical-aid/ambulance/follow-up)

Provided worker handout ☐ Yes ☐ No

First aid attendant's name:  

Use the binoculars to lookup your name

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Save Only Submit

8. When complete, click the SUBMIT button.
9. Then Click the YES button on the message box:

**Submit Form**

Submitting this form will immediately send it to the designated authorizers.

Are you sure you want to submit this form now?

Yes No

10. The system will generate a confirmation number:

**First Aid Records Receipt**

You are selecting a form for **HANDFIELD, LYNDIA-MARIE (20020211) - EXCL.**

The below Form information has been submitted.

Your confirmation number is **152904.**

11. The system will send you an e-mail which will contain a copy of the first aid form for your records.