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:

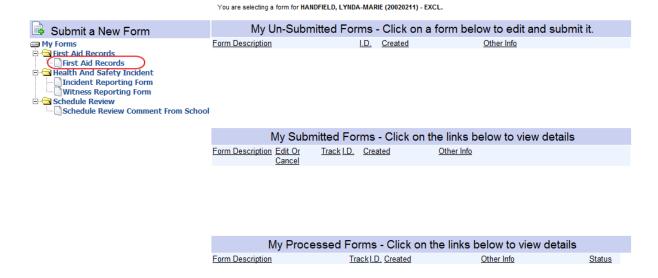2. Type the injured employee's last name and then press the SEARCH button:

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

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

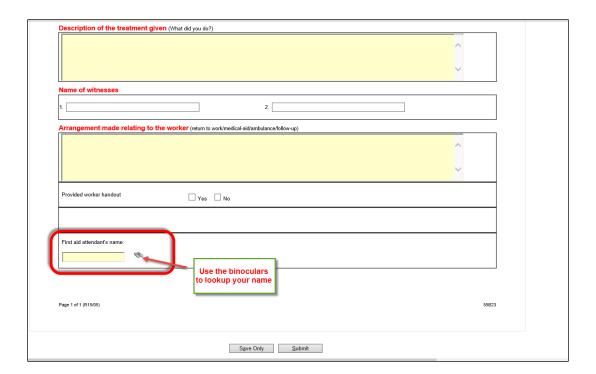You are selecting a form for **HANDFIELD, LYNDA-MARIE (20020211) - EXCL.**

5. Complete the fields as appropriate/required.

6. 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.
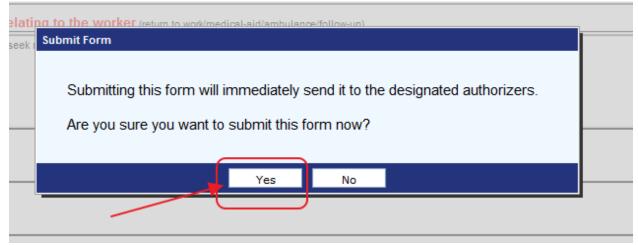

7. Use the binoculars at the end of the form to look up your own name:

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

10. The system will generate a confirmation number:

First Aid Records Receipt

You are selecting a form for **HANDFIELD, LYNDA-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.