



Emergency Preparedness

Medical Emergency Procedure

Approved by:

GAM 3.48 Corporate Health and Safety

Purpose:

To ensure, as far as practicable, the safety, health and well-being of staff, contractors and visitors to workplaces of the Yukon Government.

Scope:

A medical emergency is any situation in which a person(s) requires medical intervention or where a death has occurred. Medical emergencies include complications from medical conditions, work injuries, violent incidents, or other unforeseen events.

Responsibilities:

Manager/Supervisor

- Report any *serious injuries* to Yukon Workers Compensation Health and Safety Board(YWCHSB) *immediately*

Procedures:

- If you believe at any time during the medical emergency that the person needs emergency medical services, call 9-911.
- Ensure own safety as you approach the scene.
- Once you consider the scene safe, administer first aid if qualified to do so.
- **Do not** move the casualty unless they are exposed to a life threatening situation
- If not qualified to administer first aid yell for assistance "HELP FIRST AID REQUIRED".
- When help arrives, ask them to call the First Aid Attendant and report back to confirm that the First Aid Attendant is on their way.
- Stay with the person until the First Aid Attendant arrives.
- Follow instructions of the First Aid Attendant.
- Call 9-911 if requested by the First Aid Attendant.
- Report back to the First Aid Attendant to confirm that Emergency Medical Services (EMS) is on its way.
- Complete an incident report after you are no longer needed at the medical emergency.

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First Aid Attendant

- When called, retrieve the First Aid Kit and go to the scene as quickly as possible.
- Assess and control any hazards.
- Administer first aid and call for EMS, as required.
- Report relevant information to the Paramedic, as required.
- Log the incident in the First Aid book and complete any other required reporting (e.g., Workers' Report of Injury in the case of a workplace injury).
- Meet with other First Aid Attendants after any emergency to debrief.

Note to Staff

- Stay away from the area if you are not the First Aid Attendant or manager.

Training

- PSC Commissioner will ensure there are the required number of trained First Aid Attendants available.
- Names of First Aid Attendants will be posted in prominent places near the First Aid kits.

First Aid Kits

- Staff should know the location of the nearest First Aid Kit.
- First Aid Kits will be maintained by the First Aid Attendant.
- First Aid Attendants will ensure the replacement of items used in a medical emergency.

First Aid Book

- Will be kept with the First Aid Kit.
- Entries will be made by the First Aid Attendant.
- Information in the First Aid Book should only be reviewed by those authorized to do so (i.e. First Aid Attendants, Safety Committee members and management personnel).

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