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The following was approved by the Chief Administrative Officer (CAO) as an Administrative Policy on **May 20, 2025**.

## PURPOSE

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**The District of Lake Country** (the “District”) is responsible for ensuring that appropriate levels of first aid attendants, supplies and equipment are present at each workplace. The District is committed to providing a safe workplace for all staff and ensuring alignment with WorkSafe BC Occupational First Aid regulations.

## POLICY

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### 1. DEFINITIONS

**Eligible Employee** means an employee of the District that is required by the District to hold and maintain a valid Basic or Intermediate Occupational First Aid Attendant Certification (with or without transport endorsement).

**Designated First Aid Attendant (DFAA)** means an Eligible Employee that:

- holds a valid Basic or Intermediate Occupational First Aid Attendant Certification;
- is appointed by the District to provide first aid to workers at a designated site or location;
- meets the suitability criteria and is responsible for the duties set out in Schedule A.

**Field First Aider (FFA)** means an Eligible Employee that:

- holds a valid Basic or Intermediate Occupational First Aid Attendant Certification;
- is appointed by the District to be a FFA either by job description or operational requirements;
- performs first aid duties when required, including, but not limited to,
  - providing first aid in the field;
  - supporting DFAA;
  - assist in transporting a worker to the closest First Aid location.

**Roster** means a maintained and updated list of:

- Eligible Employees the District has appointed to be a DFAA or FFA; and
- the level and status of each individual’s Occupational First Aid Attendant Certification

**Manager** means the Manager, Human Resources and Safety or their designate.

### 2. ROSTER

2.1. Vacant positions on the Roster will be filled based on need and the suitability of the applicant.

2.2. Preference for being added to the Roster will be given to existing DFAA’s who currently hold the role, so long as they continue to meet the suitability criteria.

- 2.3. The Manager in consultation with various Managers, departments or groups, including but not limited to the JOHSC, and the Occupational Health and Safety Specialist, is responsible for:
- (a) maintaining, reviewing and updating the Roster on a regular basis;
  - (b) providing an updated Roster to the Finance Department on a regular basis, or no less than once each 6 months;
  - (c) scheduling DFAA to ensure the minimum First Aid requirements are met;
  - (d) reviewing this policy, on an annual basis or as otherwise required;
  - (e) evaluating the number of Eligible Employees required to fulfill regulatory and operational requirements.

### **3. STIPEND**

- 3.1. Eligible Employees appointed as a DFAA or FFA will be paid a stipend for the additional duties.
- 3.2. The stipend paid to a DFAA or FFA will be based on the level of Occupational First Aid Attendant Certificate required by the District, as follows:
- (a) FFA Basic or Intermediate - \$15.00 bi-weekly
  - (b) DFAA Basic - \$35.00 bi-weekly
  - (c) DFAA Intermediate - \$70.00 bi-weekly
- 3.3. A DFAA or FFA will only be compensated at the level of Occupational First Aid Attendant Certificate required by the District regardless of holding a ticket that exceeds the required level. E.g. a DFAA holds an Intermediate ticket, but the District only requires a Basic on the roster, the DFAA will be compensated at the DFAA Basic rate (\$35 bi-weekly).
- 3.4. If the District does not require an employee to hold an Occupational First Aid Attendant Certificate, the employee is not eligible to receive the stipend.
- 3.5. Payment of the stipend will be:
- (a) included on the employee's bi-weekly payroll as taxable income;
  - (b) commence on the pay period following appointment as a DFAA or FFA;
  - (c) paid to a DFAA or FFA on approved leave of absence with pay;
  - (d) suspended for a DFAA or FFA on approved leave of absence without pay;
  - (e) cancelled for a DFAA or FFA that is removed from the approved list at the end of the pay period where duties cease to be required.

### **4. PROCESS**

- 4.1. An Eligible Employee will only be considered for a DFAA position if:
- (a) The District has a requirement to fill an open position on the Roster in the Eligible Employee's First Aid area;
  - (b) The Eligible Employee is reasonably available to provide First Aid services at the site or First Aid area that has an opening.
  - (c) The Eligible Employee has completed and scored a minimum of 10 on Schedule A – Responsibilities and Suitability Criteria.
- 4.2. Where there are multiple applicants for one DFAA position, the position will be appointed to the Eligible Employee with the highest score on Schedule A – Responsibilities and Suitability Criteria.
- 4.3. The District reserves the right to determine the number and level of DFAA and FFA required based on regulatory and operational requirements.
- 4.4. Eligible Employees are responsible for:

- (a) providing the Manager with evidence of a valid Occupational First Aid Attendant Certification or recertification; and
- (b) advising the Manager of any changes to their availability, suitability, or Occupational First Aid Certification, including suspension, expiry, etc.

4.5. Subject to District approval, DFAA's and FFA's will be granted leave with pay to complete, renew or upgrade an Occupational First Aid Attendant course required by the District. Employees will be reimbursed for the costs associated with the renewal or upgrade.

## 5. NOTICE AND WITHDRAWAL

5.1. At the District's sole discretion DFAAs may be removed from the Roster due to:

- (a) refusal of shifts;
- (b) no longer being reasonably available to fulfill the position;
- (c) no longer able to meet the Responsibilities and Suitability Criteria outlined in Schedule A.

5.2. The District may remove any DFAA or FAA from the program by providing 30 days' written notice to the Eligible Employee.

5.3. The District will make every effort to accommodate workers who wish to withdraw from the program should they no longer be suitable or able to meet their responsibilities as a DFAA or FFA. Where possible, a minimum of 30 days' written notice should be provided to the District so a suitable replacement can be found.

## 6. APPROVALS, AMENDMENTS AND ANNUAL REVIEWS

Date	Approver	Type

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Paul Gipps, Chief Administrative Officer

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Date

**SCHEDULE A - RESPONSIBILITIES AND SUITABILITY CRITERIA**

**DFAA RESPONSIBILITIES:** The responsibilities of a DFAA include, but are not limited to:

- duties as assigned, including, but not limited to, maintaining First Aid supplies and equipment, coordinating modified duties with supervisors, and attending District training, emergency drills;
- attending shifts as scheduled by the Manager;
- covering another DFAA on short notice, where required;
- carrying a form of communication at all times (i.e. radio, or mobile phone)
- responding to first aid calls without delay;
- ensuring existing duties or tasks do not limit or delay the ability to respond to first aid calls without first ensuring another qualified DFAA replacement is available.

**SUITABILITY CRITERIA:** Eligible Employees applying to act as a DFAA will be evaluated based on the following application:

<b>Name:</b>		
<b>Title:</b>		
<b>Facility/Project:</b>		
<b>Occupational First Aid Certificate level (select 1)</b>	<b>Score</b>	
<input type="checkbox"/> Basic Certificate	<input type="checkbox"/> 1	
<input type="checkbox"/> Intermediate Certificate	<input type="checkbox"/> 2	
<input type="checkbox"/> Advanced Certificate	<input type="checkbox"/> 3	
<b>Ticket Expiry Date (select 1)</b>	<b>Score</b>	
<input type="checkbox"/> Not certified yet, or expired	<input type="checkbox"/> 1	
<input type="checkbox"/> Less than 2 years	<input type="checkbox"/> 2	
<input type="checkbox"/> More than 2 years	<input type="checkbox"/> 3	
<b>Experience at Current OFA Level (select 1)</b>	<b>Score</b>	
<input type="checkbox"/> Less than 3 years	<input type="checkbox"/> 1	
<input type="checkbox"/> Between 3 & 6 years	<input type="checkbox"/> 2	
<input type="checkbox"/> More than 6 years	<input type="checkbox"/> 3	
<b>Experience as OFA - any level (select 1)</b>	<b>Score</b>	
<input type="checkbox"/> Less than 3 years	<input type="checkbox"/> 1	
<input type="checkbox"/> Between 3 & 6 years	<input type="checkbox"/> 2	
<input type="checkbox"/> More than 6 years	<input type="checkbox"/> 3	
<b>Full Days Available (check for full shifts only)</b>	<b>1/day</b>	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <i>First Aid Attendants must be reasonably available to provide First Aid at their given location. If only available for partial shifts, please leave those days blank and indicate availability in "Comments", below.</i>		
<b>Additional Responsibilities</b>	<b>Score</b>	
<input type="checkbox"/> Be present in the area they serve during all working hours including coffee and lunch	<input type="checkbox"/> 1	
<input type="checkbox"/> Ready to receive or attend injured workers within 3 to 5 minutes of being called	<input type="checkbox"/> 1	
<input type="checkbox"/> Physically ready and mentally prepared to respond to medical incidents in the workplace	<input type="checkbox"/> 1	
<b>Comments:</b> <i>Please provide information for any blank sections</i>		

*\*Minimum Score of 10 required to be considered for a DFAA position.*

**MANAGER USE:**

Department Need: <input type="checkbox"/> Yes <input type="checkbox"/> No	Score: X / 20	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Comments:		