

DEPARTMENT: Human Resources
TITLE: First Aid Attendant/Coverage
EFFECTIVE: January 1, 1990

Policy Information	
Policy No:	AD-FA-3.08
Approved by:	Executive Management
Approval Date:	January 1, 1990
Executive Responsible:	VP Finance and Admin
Administrator Responsible	Various Managers
Date of Last Review:	Feb 12, 1997

1. FIRST AID TRAINING

The College may provide full reimbursement of tuition and textbook fees, for Occupational First Aid Training, for regular employees who submit an Application for Training and Development Assistance (see 99.02.10PM).

2. FIRST AID COVERAGE

To ensure appropriate First Aid Coverage at the College, areas of responsibility are:

2.1 Trades

The Division Chair, Trades or Manager running classes will be responsible for First Aid Coverage for Ogilvie, Valemount, Danson and Mackenzie Buildings.

2.2 Prince George Campus

The Facilities Manager is responsible for First Aid Coverage for the Prince George Campus buildings (except as noted above).

The Safety Coordinator will coordinate, with the Facilities Manager, coverage of First Aid Attendants for Prince George Campus. Prince George Campus Attendants will provide backup First Aid Coverage for the Mackenzie and Valemount Buildings as required.

The Prince George Campus attendants will be scheduled to carry the First Aid Pager. If the First Aid Attendant leaves the premises of the Prince George Campus, it will be their responsibility to pass the pager on to another First Aid Attendant.

2.3 Regional Campuses

Each Regional Manager is responsible for First Aid Coverage for their regional campus as required under the Occupational First Aid Regulations.

3. DESIGNATED FIRST AID ATTENDANTS

First Aid Attendants will be appointed annually by the College, in writing, effective January 1, to provide First Aid Coverage in areas designated as follows:

Ogilvie Campus	2 (1 as backup)
Danson Campus	2 (1 as backup)
Mackenzie Building	2 (1 as backup)
Central Building	4
Evenings/Weekends	5 (4 Security Guards + Gym Clerk)

If a Part Time, Special, or Casual employee is appointed by the College to expressly provide First Aid Coverage as part of their job, they will be paid the applicable monthly, weekly or hourly rate. The manager will ensure the correct rate of compensation is applied.

Rate of compensation for designated First Aid Attendants:

	Monthly	Weekly	Hourly
Level 1 Certificate	\$30.00	\$ 7.00	\$ 0.20
Level 2 Certificate	70.00	16.00	\$ 0.45
Level 3 Certificate	85.00	20.00	\$ 0.55

4. NON-DESIGNATED FIRST AID TICKET HOLDERS

An honorarium shall be paid to Regular Full-Time or Seasonal employees with a current Occupational First Aid Certificate, but not designated as First Aid Attendant. The honorarium shall be paid with the understanding that their services may be required to provide First Aid Coverage. If first aid services are required for more than 4 weeks, and they are appointed in writing by the College, the rate as indicated in 3. above shall apply.

Rate of compensation for Non-Designated Attendants:

Level 1 Certificate	\$10.00 per month
Level 2 Certificate	22.00 per month
Level 3 Certificate	27.00 per month

5. GENERAL

Employees performing the duties of First Aid Attendant, as required in a job description, shall receive the designated allowance. The College may change Job Descriptions as it deems necessary and if the current incumbent does not meet the job requirement, he/she shall be encouraged to meet the qualifications but shall not be disadvantaged if unable to do so. If First Aid Attendant duties are no longer a job requirement, the employee may be paid the non-designated allowance, as outlined above.

Employees may be appointed by the College to perform the duties of First Aid Attendant without it being a job requirement and these appointments will be by mutual written agreement with the College and the employee, effective normally on January 1 of each year. The College may change designations as required.

Designated First Aid Attendants who choose to be immunized for the Hepatitis B virus may be reimbursed by the College for the cost of the vaccine.