

LIVE PERFORMANCE FIRST AID ASSESSMENT WORKSHEET

1. Name of Production or Facility: _____

Location: _____

(Conduct a separate assessment for each identified workplace/location)

2. Rating on Assigned Hazard Rating List: L M H

3. Job functions, work processes and tools

Typical of industry? Yes No

4. Types of injuries that can potentially occur

Typical of industry? Yes No

5. Rating adjustment: if hazard rating is adjusted, provide documentation

Overall workplace hazard rating: L M H

6. Surface travel time to hospital:

greater than 20 minutes less than 20 minutes

7. Total number of workers per shift _____

8. Barriers to First Aid:

Assessment Results

9. Supplies/equipment/facilities required

10. Number and Level of first aid attendants: OFA 1 _____ OFA2 _____ OFA3 _____

11. Transportation needs _____

Consulted (Who contributed to the Assessment) _____

_____ Date: _____

Name: _____ Signature: _____

NOTE- Schedule 3A: Minimum Levels of First Aid are a **requirement**.



GUIDELINE FOR LIVE PERFORMANCE FIRST AID ASSESSMENT WORKSHEET

Who does the assessment?

PRODUCTION COMPANY:

General Manager/Production Manager does the assessment and fills out the assessment form provided.

Stage Manager confirms with General Manager/Production Manager on the first aid and emergency procedures and posts the **written** procedures. During the orientation of staff, goes over the procedures.

FACILITY:

Technical Director or Facility Manager completes the first aid assessment and posts the written procedures. The assessment must be reviewed every 12 months or whenever a significant change affecting the assessment occurs in the employer's operations.

If a construction shop is used Production Manager must ensure a first aid assessment is completed and adequate first aid is provided. (The assessment may be completed by construction foreman or coordinator and approved by the Production Manager.)

A copy of the assessment for each location should be kept at the production office to be made available if required.

To Fill the First Aid Worksheet Follow This Guideline

1. Insert name of Production/Facility and the specific location the assessment pertains to. One assessment for each location.
2. The Live Theatre rating is L (Low) for typical operation of industry. However if stunts, spfx, set construction involve more hazardous tasks, e.g. flying, pyrotechnics, working at heights you may be required to elevate your hazard rating and provide extra first aid attendants, supplies or transportation. The Production office may be assigned an L (low) rating if general office work is being performed at that location.
3. List of typical job functions, technicians, drivers, performers etc.
4. Types of injuries that could potentially occur: cuts, bruises, strains, sprains, they would be typical of industry.
5. If you change your hazard rating from L (low) to M (medium) or H (high) attach an explanation for your decision e.g., daily schedule calls for high risk FX or Pyrotechnics.

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6. Surface time to hospital < or > twenty minutes by road or water during working hours. Check that the hospital or treatment facility
 - has an emergency department or resuscitation
 - has a physician on duty or immediately available on call
 - is open during your working hours
7. Number of workers: Stage Manager call plus crew call. (as the #'s change the assessment may change)
8. Barriers to First Aid may be, but are not limited to; communication (lack of cell phone coverage or radio communication to summon help), remote location, flooding road (alternate route availability), train tracks (road may be blocked by train), road construction may impede travel. List any possible barriers and note plan to address.
9. Supplies/equipment/facilities required: see WCB Schedule 3A: Minimum Levels of First Aid.

See attached table or go to:

<http://www2.worksafebc.com/Publications/OHSRegulation/Part3.asp#Schedule3A>

10. Number and level of first aid attendant: based on the above results and WCB guideline, determine the attendant staffing necessary. NOTE: check to ensure certification is current.
11. Transportation needs: determine from above results and WCB guideline or attached tables.

For assistance in completing the First Aid Assessment, contact:

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See next page for less than 20 minutes to hospital with emergency services.

Required Minimum Levels of First Aid

Table 1: Low-risk workplaces more than 20 minutes surface travel time to hospital

Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation	Column 5 Other considerations
1	Personal first aid kit		transportation at employer's expense*	
2-5	Basic first aid kit		transportation at employer's expense*	
6-30	Level 1 first aid kit	Level 1	transportation at employer's expense*	
31-50	Level 1 first aid kit ETV equipment	Level 1 with Transportation Endorsement	transportation at employer's expense*	
51-75	Level 3 first aid kit Dressing station ETV equipment	Level 3	transportation at employer's expense*	
76 or more	Level 3 first aid kit First aid room ETV equipment	Level 3	ETV	

* Transportation to medical treatment may include a taxi, a company vehicle, or an ambulance, depending on the injured or ill worker's condition.

This is the Table you would use in for typical operation of Live Performance Industry within 20 minutes surface travel time to hospital that has emergency services.

Table 2: Low-risk workplaces 20 minutes or less surface travel time to hospital

Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation	Column 5 Other considerations
1			transportation at employer's expense*	
2-10	Basic first aid kit		transportation at employer's expense*	
11-50	Level 1 first aid kit	Level 1	transportation at employer's expense*	
51-100	Level 2 first aid kit Dressing station	Level 2	transportation at employer's expense*	Consider upgrade of certificate, transportation, and equipment if ambulance service access restricted.
101 or more	Level 2 first aid kit First aid room	Level 2	transportation at employer's expense*	Consider upgrade of certificate, transportation, and equipment if ambulance service access restricted.

* Transportation to medical treatment may include a taxi, a company vehicle, or an ambulance, depending on the injured or ill worker's condition.

Table 3: Moderate-risk workplaces more than 20 minutes surface travel time to hospital

Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation	Column 5 Other considerations
1	Personal first aid kit		transportation at employer's expense*	
2-5	Level 1 first aid kit	Level 1	transportation at employer's expense*	
6-15	Level 1 first aid kit ETV equipment	Level 1 with Transportation Endorsement	transportation at employer's expense*	
16-50	Level 3 first aid kit Dressing station ETV equipment	Level 3	ETV	
51-100	Level 3 first aid kit First aid room ETV equipment	Level 3	ETV	
101-300	Level 3 first aid kit First aid room Industrial ambulance equipment	Level 3	Industrial ambulance	
301 or more	Level 3 first aid kit First aid room Industrial ambulance equipment	2 Level 3	Industrial ambulance	

* Transportation to medical treatment may include a taxi, a company vehicle, or an ambulance, depending on the injured or ill worker's condition.

Table 4: Moderate-risk workplaces 20 minutes or less surface travel time to hospital

Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation	Column 5 Other considerations
1	Personal first aid kit		transportation at employer's expense*	
2-5	Basic first aid kit		transportation at employer's expense*	
6-25	Level 1 first aid kit	Level 1	transportation at employer's expense*	
26-75	Level 2 first aid kit Dressing station	Level 2	transportation at employer's expense*	Consider upgrade of certificate, transportation, and equipment if ambulance service access restricted.
76 or more	Level 2 first aid kit First aid room	Level 2	transportation at employer's expense*	Consider upgrade of certificate, transportation, and equipment if ambulance service access restricted.

* Transportation to medical treatment may include a taxi, a company vehicle, or an ambulance, depending on the injured or ill worker's condition.

Table 5: High-risk workplaces more than 20 minutes surface travel time to hospital

Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation	Column 5 Other considerations
1	Personal first aid kit		transportation at employer's expense*	
2-5	Level 1 first aid kit	Level 1	transportation at employer's expense*	
6-10	Level 1 first aid kit ETV equipment	Level 1 with Transportation Endorsement	ETV	
11-30	Level 3 first aid kit Dressing station ETV equipment	Level 3	ETV	
31-50	Level 3 first aid kit First aid room ETV equipment	Level 3	ETV	
51-200	Level 3 first aid kit First aid room Industrial ambulance equipment	Level 3	Industrial ambulance	
201 or more	Level 3 first aid kit First aid room Industrial ambulance equipment	2 Level 3	Industrial ambulance	

* Transportation to medical treatment may include a taxi, a company vehicle, or an ambulance, depending on the injured or ill worker's condition.

Table 6: High-risk workplaces 20 minutes or less surface travel time to hospital

Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation	Column 5 Other considerations
1	Personal first aid kit		transportation at employer's expense*	
2-15	Level 1 first aid kit	Level 1	transportation at employer's expense*	
16-30	Level 2 first aid kit Dressing station	Level 2	transportation at employer's expense*	Consider upgrade of certificate, transportation, and equipment if ambulance service access restricted.
31-300	Level 2 first aid kit First aid room	Level 2	transportation at employer's expense*	Consider upgrade of certificate, transportation, and equipment if ambulance service access restricted.
301 or more	Level 2 first aid kit First aid room	2 Level 2	transportation at employer's expense*	Consider upgrade of certificate, transportation, and equipment if ambulance service access restricted.

* Transportation to medical treatment may include a taxi, a company vehicle, or an ambulance, depending on the injured or ill worker's condition.