

## First Aid Policy

**Policy:** Shakti is committed to maintaining a safe and healthy work environment by adhering to Occupational Health and Safety (OHS) Legislation regarding first aid standards. This policy outlines the requirements and responsibilities associated with our first aid program.

**Purpose:** The purpose of this First Aid Policy is to establish clear guidelines and procedures to ensure the health and safety of all workers within Shakti during their work activities. This policy outlines the responsibilities of the employer in providing adequate first aid measures, training, and resources to address injuries and illnesses promptly and effectively.

**Scope:** This policy applies to all employees and individuals working on behalf of Shakti, including contractors and visitors, who may be exposed to occupational hazards. It encompasses all work sites, including remote locations and forestry activities, to ensure a consistent and comprehensive approach to first aid management.

The policy covers the provision of first aid training, the availability of first aid supplies and equipment, emergency transportation planning, and the management of exposure to biohazardous materials.

Compliance with this policy is mandatory for all personnel to foster a safe and healthy working environment.

### 1. OHS Legislation Compliance:

Our company recognizes and complies with OHS Legislation standards, including but not limited to:

- Approval of first aid training providers by a Director of Medical Services.
- Adherence to CSA Standard Z1210-17 for first aid training curriculum and quality management.
- Provision of first aiders, supplies, equipment, kits, and a first aid room according to Schedule 2, Tables 4 to 7 of the OHS Act.
- Equipping first aid kits in accordance with CSA Standard Z1220-17.

### Location and Accessibility of First Aid: As per OHS Legislation:

- First aiders, supplies, equipment, kits, and first aid transportation must be available at all worksites, ensuring ready availability during all working hours.
- First aid supplies, equipment, and kits will be maintained in a clean, dry, and serviceable condition, clearly identified and protected from environmental elements.
- Conspicuous signage or alternative communication measures will indicate the location of first aid resources.

- Supplies required in worksites based on crew size (safety gear must be stored in the truck):

British Columbia BCWorkSafe Standards 2024			
Crew Size	1	2-5	6-10
Standard OFA Level 1 + TE Certification	1	1	1
Personal First Aid Kit	1		
Level First Aid Kit	1	1	1
ETV Equipment			1

Schedule 3 A, Table 5 [BC Work Safe Table 5 First Aid Requirement](#)

Alberta OH&S Standards 2024		
Crew size	2-9	10-19
Intermediate First Aid	1	2
CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit	1	1
Blankets	3	3
Stretcher	0	1
Splint	0	1

[Alberta OHS Schedule 2 Reference](#)

## 2. Emergency Transportation:

A plan to transport ill or injured workers from the work site to the nearest health care facility will be made by The Safety Lead and implemented before commencing work.

The transportation plan will consider the nearest emergency medical facility, access to emergency air evacuation and communication systems available.

## 3. Company Requirements:

- All staff must maintain a valid Standard First Aid Certificate with AED and CPR, or;
- OFA Level 1 Attendant + TE

## 4. Designated First Aid Attendants:

All crews and projects will have designated first aid attendants that are responsible for administering, documenting and communicating first aid duties.

**Selection process and criteria for Designated First Aid Attendants:**

- Applicants will be selected based on referral of the supervisor that the DFA will be working directly with to ensure alignment with team dynamics.
- All applicants must have a valid OFA Level 3 first aid certification.
- At the beginning of each work season, usually the 1st of May, employees assigned first aid attendants will be published in company work channels with contact information and position descriptions. As well as the training.shaktitrees.com site.
- First aid attendants will be trained in company policy, proper protocol, and procedures for documentation within 24 hours of a reported event.

**Role and Responsibilities:** Refer to the Role and Responsibilities document linked [here](#)

#### **Training:**

- OFA Level 3 Training.
- Total Physio Tapping workshop.
- Pre season Online Training videos.
- Pre season in person training.

#### **5. Communication:**

Effective communication systems, such as radio communication, satellite communication and regular cell service will be in place to maintain regular contact between crews and supervisors. Procedures will be established to summon first aid assistance promptly.

#### **6. Injury/Illness Reporting and Recording:**

Workers must report illnesses or injuries at the work site to the designated first aid attendant. Reporting must happen within 4 hours of the event or sooner if possible.

Illness and injury records must include:

- The ill or injured worker's name.
- A description of the illness or injury.
- First aid given to the worker.
- The DFA's name.
- The training level of the first aider.
- The date and time the illness or injury occurred.
- The date and time the illness or injury was reported or the employer otherwise became aware of the illness or injury.
- Where the illness or injury occurred at the work site.
- The work-related cause of illness or injury, if any.

The illness or injury record must be kept for three years from the date that the illness or injury was recorded.

#### **7. Access to First Aid Records:**

First aid records will be handled in accordance with privacy laws and can only be accessed by the worker, the designated first aid attendant responsible for documentation, any necessary health care professionals or law enforcement and the Safety Lead.

All assigned first aid attendants will follow confidentiality and privacy policies with respect to recording and reporting.

Documentation will be submitted online and be filed under the private Human Resources and Lead Safety profile.

## **8. Review and Compliance:**

This policy will be regularly reviewed to ensure alignment with legislative changes and industry best practices. All employees are expected to comply with this policy, and non-compliance may result in disciplinary action.

By implementing this First Aid Policy, Shakti aims to safeguard the health and well-being of its workforce, providing effective first aid measures in accordance with regulatory standards.

[Alberta OHS Act](#)

[Alberta OHS Code](#)

[First Aid in the Workplace - Alberta](#)

**Review:** This policy will be reviewed at regular intervals not exceeding three years, or in the event of an incident that warrants a revision of our policy.

Reviewed on 3/8/2024

Reviewed on 03/27/2025

## **BioHazardous Exposure**

**Universal Precautions:** In the event of an emergency, all first aid staff and workers shall observe Universal Precautions at all times within the workplace setting to minimize the risk of acquiring or transmitting bloodborne pathogens and limit or prevent their exposure to bio hazardous materials. This includes avoiding direct contact with blood, blood products, and other body fluids.

**Potential Sources of Exposure:** these are some common sources of exposure one might encounter while tree planting

- Cardiopulmonary Resuscitation (CPR) without Personal Protective Equipment (PPE): First Aid Attendants must utilize proper PPE during CPR procedures to mitigate the risk of exposure.
- Disposal of Sharps: Sharps generated from medical emergencies, such as Epi Pen administration or maintenance of a health condition, pose potential exposure risks. All medical sharps must be disposed of safely in a sharps safe container.

- Transmission of bodily fluids from cuts and scrapes acquired during the work day and not treated before entering public work spaces such as company vehicles, helicopters etc. All workers must clean and cover their open wounds before entering public work spaces.
- Transmission of bodily fluids from cuts and scrapes acquired during the work day treated by designated first aid attendants. All first aid attendants must wear proper PPE such as medical gloves when treating workers open wounds or coming in contact with bodily fluids and properly disposed of affected materials.

### **1. Exposure Reporting:**

All staff with exposure of blood and/or body fluids to non-intact skin, a mucous membrane, or a needlestick injury during their work must report the exposure to their assigned first aid attendants.

First Aid Attendants must alert the Safety Lead and Supervisor.

Must organize transportation to the nearest medical facility.

Exposed individuals are required to seek immediate medical attention at a medical facility and follow the post exposure management plan.

### **2. Follow-up:**

Assigned first aid attendants will schedule follow-up visits to update medical findings, offer any first aid support that is relevant, offer psychological support through access to our EFAP counseling service and follow up with any updates made after the initial contact until the medical situation has been concluded.

### **3. Sharps Containers:**

Shakti by TELUS will provide sharps containers, provided in the first aid supplies storage unit.

4. Safe Work Procedures for Medical Sharps and Biohazardous Exposure:
  - First Aid Kits: Equipped with appropriate protective measures for CPR.
  - Sharps Disposal Containers: Accessible in all first aid truck storage units for the safe disposal of medical sharps.
  - Training: Designated First Aid Attendants will undergo training for biohazard exposure and proper disposal of medical sharps. Training will cover hazards, proper use, limitations, accident prevention procedures, and other pertinent information. This training will be supplied via The Bloodborne Pathogen Training.
  - Providing First Aid Supplies to manage common workplace cuts and scrapes and have safe disposal of used materials.
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**Review:** This policy will be reviewed at regular intervals not exceeding three years, or in the event of an incident that warrants a revision of our policy.

Reviewed on 3/8/2024

Reviewed on 03/27/2025

## **Post-Exposure Management Plan**

**Objective:** The purpose of this Post-Exposure Management Plan is to outline the procedures to be followed in the event of a worker's exposure to biohazardous Materials. The plan aims to ensure swift and appropriate action to minimize the potential health risks and provide necessary support to the affected individual.

### **1. Immediate Response**

- **Seek Medical Attention:** The exposed individual should seek immediate medical attention.
- **Notify Supervisor:** The affected worker or witness should immediately notify their supervisor and the Human Resources and Safety Lead.

### **2. Initial Assessment:**

- **Identification of Biohazard:** First Aid Attendant will determine the nature of the biohazardous material and together with the Human Resources and Safety Lead assess the risk level.
- **Document Incident:** Designated First Aid Attendants will document the initial first aid incident, based on severity and risk level the Human Resources and Safety Lead will initiate an incident investigation report.

**3. Medical Evaluation:** Designated First Aid Attendants and Site Supervisor will arrange for transportation to a health care professional.

- **Visit a Healthcare Professional:** The exposed individual should visit a qualified healthcare professional for a thorough evaluation as soon as possible.
- **Document Medical Assessment:** Designated First Aid Attendants will ensure that all medical assessments, treatments, and recommendations are documented.

### **4. Communication:**

- **Notify Relevant Parties:** Designated First Aid Attendants and Safety Lead will inform any relevant parties (Site Supervisors, Anyone exposed, Clients, Health Care Professionals, WorkSAFE BC, WCB)
- **Maintain Confidentiality:** Designated First Aid Attendants and Safety Lead and any other involved parties will ensure that the exposed individual's privacy and confidentiality are maintained throughout the process.

**5. Post-Exposure Prophylaxis (PEP) (if applicable):** PEP is a preventive medical treatment given to individuals after potential exposure to a pathogen, such as a virus or bacteria, to reduce the risk of infection.

Assess the need for PEP in consultation with the healthcare professional.

Administer PEP as prescribed by the healthcare professional, if applicable.

## **6. Follow-Up and Monitoring:**

Exposed workers will schedule follow-up appointments as recommended by the healthcare professional.

The Designated First Aid Attendant and Safety Lead will stay in communication with the affected employee and based on the medical assessment report, the worker's ability to resume normal work duties and make necessary accommodations if required will be reassessed.

## **7. Employee Assistance Programs:**

Our Employee and Family Assistance Program offers counseling or support services to help the affected worker cope with the emotional and psychological impact of the exposure incident. Educational Resources and any other subsidized educational resources Shakti by TELUS is aware of will be offered to increase awareness and understanding of biohazardous exposures.

## **8. Documentation and Reporting:**

The Designated First Aid Attendant will complete the initial first aid report and update any follow up medical information. Designated First Aid and Safety Lead will ensure that a comprehensive incident report is completed and filed immediately after exposure.

Shakti by TELUS will comply with any regulatory reporting requirements related to biohazardous exposures.

## **9. Continuous Improvement:**

The JHSC and Safety Lead will conduct a thorough review of the exposure incident to identify areas for improvement in prevention and response.

Policies and procedures will be modified based on lessons learned from the exposure incident.

This Post-Exposure Management Plan is designed to facilitate a prompt and organized response to biohazardous exposures, prioritizing the health and well-being of our workforce. Regular reviews and updates to this plan will be conducted to enhance its effectiveness and adapt to evolving circumstances.

**Review:** This policy will be reviewed at regular intervals not exceeding three years, or in the event of an incident that warrants a revision of our policy.

Reviewed on 3/8/2024

Reviewed on 03/27/2025

## **Injury Management Policy**

**Purpose:** The purpose of this policy is to establish guidelines for the effective management of workplace injuries within Shakti by TELUS. This policy aims to prioritize the health and safety of employees, outline procedures for reporting injuries, and facilitate the prompt and appropriate management of workplace injuries.

**Scope:** This policy applies to all employees, contractors, and volunteers of Shakti by TELUS.

### **Responsibilities:**

- Employees: It is the responsibility of all employees to take necessary precautions to prevent workplace injuries and promptly report any injuries or hazards to their supervisor.
- Supervisors/Managers: Supervisors and managers are responsible for promoting a safe work environment, investigating and reporting incidents, and supporting injured employees in their return-to-work process.
- Human Resources and Safety Lead: will oversee the overall injury management process, assist with the coordination of return-to-work programs, and ensure compliance with relevant laws and regulations.

### **Reporting Procedures:**

- Immediate Reporting: Affected employees must report all workplace injuries or incidents to their supervisor and designated first aid attendant immediately, regardless of the severity.
- Supervisor's Role Ensuring that the designated First Aid Attendants are engaging with the affected employee and documenting the incident, ensuring the injured employee receives appropriate medical attention, and promptly notifying the Human Resources and Safety Lead.
- Incident Report: An incident report form must be completed by a trained investigator within 48 hours after the incident.

### **WCB and WORKSafe BC Reporting:**

By law, employers are required to report injuries to WCB within 72 hours after becoming aware of an injury or illness. The Employer Report of Injury form must be submitted promptly.

Reporting is mandatory in the following situations:

- Lost time or the need to temporarily or permanently modify work beyond the date of the accident.
- Death or permanent disability (amputation, hearing loss, etc.).
- A disabling or potentially disabling condition caused by occupational exposure or activity (such as a mental health concern, poisoning, infection, respiratory disease, dermatitis, etc.).
- The need for medical or mental health treatment beyond first aid (assessment by a physician, psychologist, physiotherapist, chiropractor, etc.).



- Incurring medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.).
- If an affected employee performs modified work immediately after an accident to accommodate an injury, Shakti by TELUS must report the accident to WCB-Alberta, even when there is no lost time or loss of earnings.
- Ensure all modified work proposals are medically approved, and documentation is provided to the case manager.
- Maintain regular contact with affected employees, their doctor, and WCB-Alberta.

#### **Employer's Responsibilities:**

- Report workplace injuries to WCB-Alberta and WorkSafe BC promptly.
- Maintain an account and pay premiums.
- Work with employees to prevent injuries and help injured workers return to work.
- Must report to WCB within 72 hours after acquiring knowledge of the accident or the allegation of an accident
- If any injury occurs we will provide transportation to a medical facility.
- We will pay the injured worker's full wages for the day the injury occurred. If they are unable to work beyond the day of the accident, compensation payments start the first regular working day afterward. Cheques are issued every two weeks.
- Return injured workers to the same job or an alternative job after a workplace accident.
- Cooperate with both WCB and the worker in all aspects of the worker's safe return to work.
- As set out in the WCA and WC Regulation, employers must: give the worker a copy of the accident record documenting the injury and give workers a completed copy of WCB-approved employer report of injury form when it is submitted to WCB

**IMPORTANT: It is illegal for an employer/supervisor to ask an injured worker not to report an injury.**

#### **Worker's Responsibilities:**

- File a WCB or WorkSafe BC claim if they are hurt at work.
- Maintain regular contact with their employer, WCB-Alberta or WorkSafe BC and their health care provider to help coordinate their return to work.
- Cooperate with both WCB or WorkSafe BC and their employer in all aspects of their recovery and return to work.

**1. Injury Management Workbook:** As part of Shakti by TELUS' commitment to effective and structured injury management, the Injury Management Workbook has been developed to support the documentation, assessment, and recovery process for employees who are injured at work and may be unable to perform their regular duties.

This workbook is a collaborative tool used by the injured employee, their Designated First Aid Attendant (DFA), and the Human Resources and Safety Lead, to ensure proper reporting, communication with healthcare providers, and timely and safe return to work.

### **Workbook Oversight**

Each crew's Designated First Aid Attendant is responsible for guiding the injured employee through the workbook, in consultation with the Human Resources department and management. This ensures consistency, compliance with legal requirements, and that support is provided every step of the way.

### **Main Sections of the Workbook**

- Letter to Employee and General Procedures – outlines steps for medical assessment, follow-up, and ongoing communication.
- Authorization to Release Information – allows Shakti to receive medical updates relevant to return-to-work planning.
- Physician Evaluation and Work Restrictions Form – This form, completed by the attending physician, is used to outline an injured employee's medical status, treatment, and any work restrictions. It helps determine whether the employee can return to regular or modified duties, and if follow-up evaluation is needed. The company supports modified or alternate work to ensure a safe and timely recovery.
- Formal Alternate Duties Offer – provides written confirmation of accommodations and adjusted pay if applicable.
- First Aid Follow-Up Visit.

The workbook is a critical part of our injury response and return-to-work process, reinforcing our commitment to health, recovery, and the safe reintegration of employees into meaningful work.

**2. Modified Work:** Under legislation, offering modified work is no longer an option; it's an employer's responsibility. Modified work is a way of adjusting an employee's job so they can return to work while recovering. Our modified work policy reflects Shakti by TELUS's commitment to returning employees to their original work as soon as possible.

### **Our program aims to:**

- Ensure modified work is meaningful, of value to the organization, and meets the employee's medical restrictions and physical limitations.
- Inform employees that they are expected to participate, and we will do everything possible to assist them in getting back to work.
- Make the program flexible to accommodate a variety of different situations.
- Extend the program to employees who have work-related and non-work-related injuries.

### **Shakti by TELUS aims to use best practices for our program by:**

- Identify Modified Work in our company, using input from employees regarding modified work opportunities.

- Using external resources to help identify modified work within our organization.
- Observing the physical demands of various modified tasks, and changing tasks if determined to be necessary to accommodate an injured employee. This information will be documented.
- Educating our employees about Return-to-Work Practices.
- Ensure everyone in the organization understands the organization's return-to-work philosophy.
- Educate management about the needs of injured workers who are returning to work.
- Ensure employees are aware of the benefits of return-to-work programs.

**Modified work can include:**

- Changes in job tasks or functions (e.g., less lifting or bending).
- Changes in workload (e.g., hours worked per day or the work schedule).
- Alterations to the work area and environment (e.g., work in the office, shop, or front counter) or the equipment used.
- Work normally performed by others (e.g., administrative work).
- Cross-training or job shadowing.
- Work that needs to be done but you currently do not have an employee assigned to complete the work.

**When considering a task as a modified work option for your worker, it is important to ensure the modified task is:**

- Achievable: Given your worker's injury, are they able to do the job physically?
- Safe: Your modified work plan should not endanger your worker's recovery or safety, or the safety of others.
- Constructive: Your modified work plan should contribute to your worker's skill development and return to full duties and not cause difficulty or additional expense to your employee (e.g., a shift change that requires additional child care costs).
- Productive: Your worker's duties should be meaningful to your organization.

**3. Medical Attention and Rehabilitation:** Employees who sustain a workplace injury will receive prompt and appropriate medical attention.

Rehabilitation efforts will be initiated to support injured employees in their recovery and return-to-work process.

**4. Investigation and Analysis:** The Safety Lead in combination with the Joint Health and Safety Committee will conduct a thorough investigation of workplace incidents to identify the root causes and implement corrective measures to prevent future occurrences.

**5. Communication:** Regular communication will be maintained via The Human Resources and

Safety Lead with injured employees to obtain updates on their recovery status and facilitate their return to work.

**6. Confidentiality:** All information related to an employee's injury will be treated with utmost confidentiality, in accordance with applicable laws.

**7. Training:** Shakti will provide training to management, supervisors and employees on the injury management policy. Training will be provided via the pre season online training videos.

**Review:** This policy will be reviewed at regular intervals not exceeding three years, or in the event of an incident that warrants a revision of our policy.

Reviewed on 3/8/2024

Reviewed on 03/27/2025

[WCB Employers Handbook](#)

[WCB Policy Manual](#)