



College Policy & Procedures Manual	
Category	Human Resources
Policy #	4.8.4

First Aid Coverage

Policy

In accordance with the Worksafe BC regulations and in support of an emergency health service, the College shall provide first aid services to staff, students, and the public who are on College premises

Purpose

To ensure that any person on Campus who is in need of Emergency First Aid Treatment will receive such treatment promptly and efficiently from a certified and qualified person.

Scope

The service shall be provided through the appointment of First Aid Attendants and the Security Company, where required, by the College. The level of First Aid Certification required for each College location is per Appendix B attached hereto, which may be amended from time to time to ensure appropriate coverage is provided.

Designated First Aid Attendants

A “designated first aid attendant” per this policy is:

- a. the regular incumbent of a position that specifies a Level 1, 2 or 3 First Aid Ticket as an essential requirement in the job description;
- b. the Security Company at the Cranbrook Campus, to serve as a qualified First Aid Attendant
- c. an employee selected to be part of an auxiliary pool to replace the regular incumbent of a position as described in (a) above.

Guidelines:

Time Off to Attend First Aid Training

A regular “designated employee” will receive time off with full pay and benefits for the duration of his/her First Aid scheduled class time, including initial certification and recertification where required. If the course is scheduled during a regular employee’s time off, then equivalent time off will be granted at a time agreed to between the employee and the supervisor.

An auxiliary employee is not eligible for paid time off to attend First Aid Training.

If a regular employee in a position noted above does not successfully complete the First Aid Training for which the College has provided him/her time off with pay, the College will have to examine other options to provide adequate first aid coverage until the employee has successfully completed the course. The College will arrange for the employee to retake the exam and s/he will be given time off with pay to do so.

If a regular employee does not successfully complete the First Aid Training as noted above for which the College has provided him/her time off with pay, the employee will then have to pay for the training and will not be eligible for time off with pay to do so.

Payment of Tuition Fees, Supplies & Expenses

Any tuition fees, supplies, and textbook expenses associated with First Aid Courses will be paid for by the College for the initial certification and renewal certification of all designated employees as defined above. Should the course not be completed successfully, the employee will take the course over (if required) at his/her own expense or will reimburse the College all fees and expenses paid on his/her behalf. A designated auxiliary may apply for reimbursement after having served 450 hours of employment with the College.

“Designated Employees” will receive a salary premium as contained in Appendix A attached hereto. The Human Resource Department shall generate an Assignment Form for each designated attendant, with a start and end date equal to the Certificate commencement and expiry. Premium costs shall be budgeted for through Health Services operating fund.

APPENDIX 'A'

Salary Premiums

The following is the salary premium to be paid to “designated employees” per this policy and may be amended from time to time by the College:

<i>Level of Certification</i>	<i>Premium per Month</i>	<i>Auxiliary Premium/ Hour</i>
Level 1	\$36.00	
Level 3	\$100.00	\$0.66 per hour

APPENDIX 'B'

Levels of Certification

The College of the Rockies has determined that the following levels of First Aid Certification ensure a proper level of first aid for staff, students and the general Public.

<i>Location</i>	<i>Level</i>	<i>Schedule</i>
Cranbrook Main Campus (Kootenay, Summit, MT Fisher & AGP)	Level 3	Monday thru Friday – daytime (provided by security)

Cranbrook Main Campus (Kootenay, Summit, MT Fisher & AGP)	Level 1	Monday thru Friday - evenings (provided by Security)
Cranbrook Main Campus (Kootenay, Summit, MT Fisher & AGP)	Level 1	Saturdays – or as required (provided by Security)
Welding Shop	Level 3	Monday thru Friday daytime Monday thru Thursday evenings
Carpentry Shop	Level 3	Monday thru Friday – daytime
Gold Creek Millwright	Level 3	Monday thru Friday – daytime
Gold Creek Electrical	Level 3	Monday thru Friday – daytime
Gold Creek Timberframe	Level 3	Monday thru Friday – daytime
Pinnacle Hall	Level 3	Monday thru Friday – daytime
Kimberley Campus	Level 1	Daytime
Creston Campus	Level 1	Daytime
Fernie Campus	Level 1	Daytime
Golden Campus	Level 1	Daytime
Invermere Campus	Level 1	Daytime
Residence	Level 1	Around the clock