



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: **FIRST AID ATTENDANT POOL – Various Locations**

JOB SUMMARY:

The incumbent acts as the First Aid Attendant and provides treatment to injured workers until medical aid is available. Additional responsibilities include maintaining the First Aid room, coordinating coverage for back-up First Aid attendants, and maintaining treatment records.

MAJOR RESPONSIBILITIES:

Under the direction of the Health & Safety Manager:

Acts as the primary First Aid Attendant by:

- maintaining the First Aid room;
- ensuring that first aid supplies and equipment are available, clean, dry, and serviceable;
- providing treatment to injured workers until medical aid is available;
- deciding whether an injured worker should be transported to a hospital or other location for medical treatment;
- maintaining written records of all injuries or manifestations of disease;
- preparing written reports as required.

Oversees the areas First Aid function by:

- coordinating the work schedules and holidays for First Aid attendants in the pool;
- coordinating regular meetings of First Aid attendants in the service area;
- providing a minimum of one month notice of expiration of First Aid ticket.

QUALIFICATIONS:

Education: Completion of grade twelve. Must be able to obtain and maintain a WCB Level II Occupational First Aid ticket.

Other Requirements: The Candidate's other work must be such that he or she will be able to promptly render first-aid in a clean and sanitary condition and will not be prevented from seeing or hearing any summons indicating his services are required. The Candidate's other work must enable him or her to provide designated First Aid Attendant duties in the areas required by the City.

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