

Workplace first aid approval: Alberta Plus Quality Management Plan (QMP)

OHS information for agencies seeking approval to deliver workplace first aid training in Alberta

KEY INFORMATION

- **Alberta has adopted the Canadian Standards Association (CSA) standard Z1210-17: First aid training for the workplace – Curriculum and quality management for training agencies.**
- **Alberta requires first aid agencies to meet mandatory minimum first aid training standards and legislated requirements to be approved as providers.**

Agencies teaching workplace first aid (FA) must be approved under the Alberta Plus QMP process. Agencies can only teach first aid courses after they have been approved and after the agreement is signed. The Alberta Plus QMP requires agencies to meet minimum workplace FA standards.

Agencies are advised to review the FA course approval form for their intended level of FA training before they develop new workplace FA courses. The FA course approval forms for emergency, standard and advanced FA can be found at: <https://www.alberta.ca/first-aid-training.aspx>

Alberta's workplace first aid approval requirements

Agencies seeking approval will be required to ensure their courses meet the requirements set out in CSA standard Z1210-17 as well as additional Alberta Plus curriculum and quality assurance (QA) requirements. A link to CSA Standard Z1210-17 can be found in the "For more information" section at the end of this bulletin.

All approved agencies will be audited to ensure FA instruction is in compliance with the Alberta Plus QMP requirements. If all Alberta Plus QMP requirements are met following a document review of the agency's approval application, the agency will be granted approval to begin teaching FA courses in Alberta.

Agencies can expect to be audited by Alberta Labour staff shortly after they begin offering FA courses. Final approval will not be granted until an audit confirms that the agency meets Alberta's workplace FA requirements.

In addition to the initial audit, a periodic audit may be performed at any time while a course is approved to verify that the FA training agency is meeting the requirements of the Alberta Plus QMP and that all required course content is being taught.

Legislative requirements

- The Occupational Health and Safety (OHS) Code, Part 11 legislates the requirements for work site first aid.
- The OHS Code Part 11, Section 177 requires agencies to sign an agreement with a Director of Medical Services (DMS).

- Agencies can only teach first aid courses after they have been approved and after the agreement is signed.
- FA training agencies teaching FA are “service providers” under Section 7 of the *OHS Act*, and are required to meet all “service provider” obligations under the OHS legislation.

Obligations of agencies

In province agencies

Agencies that apply for a new approval for workplace FA must follow the Alberta Plus QMP process for each new course. More detail is given in subsequent sections of this bulletin.

Out of province agencies

Agencies seeking to teach workplace FA in Alberta who are already approved in another Canadian jurisdiction must be approved by the DMS and must sign an agreement with a DMS prior to teaching in Alberta.

Agencies must provide proof of current approval for each workplace FA course the agency is seeking to teach in Alberta, along with proof that the QA components are met.

Out of province agencies are encouraged to contact the First Aid Program Administrator at ibr.occhealth@gov.ab.ca for more information prior to submitting an application for approval.

Alberta Labour’s approval process

Agencies applying for a FA approval must use Alberta Labour’s approval application process. More information on OHS approval applications can be found in the bulletin “Applying for an occupational health and safety (OHS) approval: OHS information for employers and prime contractors.”

For workplace FA training course approvals, specific supplemental information is required and must be included with the agency’s approval application.

How to complete the FA review form including supplemental Information

There are three FA review forms, one for each level (Emergency FA, Standard FA, and Advanced FA). Ensure that you are using the form that corresponds to the level of FA for which you are applying. Each FA review form contains three parts, as outlined below.

Part A - The agency’s **medical advisor** must review the course for which the agency is seeking approval and verify that all mandatory CSA curriculum requirements have been met. The medical advisor will then sign Part A of the FA review form. Course material related to CSA standard Z1210-17 does **NOT** need to be included with the application as this is the information your medical advisor will review.

Part B - The **agency’s representative** must complete and sign Part B of the FA review form to indicate that all required content has been included with the application, and organize and label all content according to specified requirements. Remember to include only course material relevant for Alberta Plus requirements. The content must be organized, labelled and include, but is not limited to the following:

- course objectives,
- skills evaluation,
- test questions, and
- resources (content specific to Alberta requirements, e.g. bulletins, legislation).

Part C - The **agency** is responsible for meeting specific QA requirements as outlined on the FA review form Part C. The approval process requires the agency to provide specific administrative information as proof that the requirements have been met.

QA components include:

- proof of insurance,
- proof of WCB coverage,
- instructor competency and certification measures,

- specific agency policies and procedures, and
- schedule of upcoming courses.

If the agency is applying for approval for a recertification or blended online-classroom course, additional requirements apply. Agencies must complete the supplemental portions of Part C that apply to their course(s).

The approval application will not be reviewed until all the required supplemental information is submitted.

Agencies must have a medical advisor to review their courses and verify that the mandatory content in CSA standard Z1210-17 is included in the course curriculum.

Definitions

Approval: Section 56 of the *OHS Act* allows for a statutory Director to approve a course or training agency.

Approved Training Agency: A training agency which has been approved to offer workplace FA training in Alberta, and which has entered into an agreement with a Director of Medical Services under the OHS Code, section 177.

Audit: An evaluation of an agency’s approved FA course(s).

Director of Medical Services: A physician appointed under the *OHS Act* section 42(b) as a person who may perform all or part of the duties and responsibilities of a Director of Medical Services.

In Province Agency: An agency which does not have an approval to teach workplace FA training in another Canadian jurisdiction, and which is seeking approval in Alberta or is approved to teach workplace first aid in Alberta.

Medical Advisor: A licensed physician with relevant experience, in good standing with the College of Physicians and Surgeons of Alberta or another provincial or territorial licensing body for physicians who is retained by a FA training agency to review their FA courses and advise on their course material.

Out of Province Agency: A FA training agency that is already approved to teach workplace FA in another Canadian jurisdiction.

CSA and Alberta first aid levels

Agencies should understand workplace FA levels. This table shows the Alberta workplace first aid levels and the corresponding CSA Standard Z1210-17 levels.

CSA Standard Z1210-17 level	Alberta Workplace FA level
Basic training level	Emergency first aid
Intermediate training level	Standard first aid
Advanced training level	Advanced first aid

Contact Us

OHS Contact Centre

Throughout Alberta

- 1-866-415-8690

Edmonton & surrounding area

- 780-415-8690

Deaf or hearing impaired:

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

Online Reporting Service

(PSIs, mine or mine site incidents)

psi.labour.alberta.ca

Website

alberta.ca/OHS

Get Copies of OHS Act, Regulation and Code

Alberta Queen's Printer

qp.gov.ab.ca

Occupational Health and Safety

alberta.ca/ohs-act-regulation-code.aspx

For more information

CSA standard Z1210-17

https://store.csagroup.org/ccrz_ProductDetails?viewState=DetailView&cartID=&sku=Z1210-17&isCSRFlow=true&portalUser=&store=&cclcl=en_US

Applying for an OHS approval (LI030-1)

ohs-pubstore.labour.alberta.ca/LI030-1

First aid records (FA009)

ohs-pubstore.labour.alberta.ca/FA009

First aiders and legal requirements in the workplace (FA011)

<https://ohs-pubstore.labour.alberta.ca/fa011>

Medication in first aid kits (FA014)

ohs-pubstore.labour.alberta.ca/FA014

Automated external defibrillators in the workplace (FA015)

ohs-pubstore.labour.alberta.ca/FA015

First aid agency and third party provider FAQs (FA016)

ohs-pubstore.labour.alberta.ca/FA016

Developing a first aid plan (FA012)

ohs-pubstore.labour.alberta.ca/FA012

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