

Workplace first aid approval: Alberta Plus Quality Management Plan

OHS information for agencies seeking approval to delivery 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 must be approved under the Alberta Plus Quality Management Plan (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 first aid standards.

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

Alberta's workplace first aid 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 requirements. The full web address for 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 first aid 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 first aid courses in Alberta.

Agencies can expect to be audited by Alberta Occupational Health and Safety (OHS) staff shortly after they begin offering first aid courses. If major deficiencies are found during the audit, the agency may be asked to stop teaching until the deficiencies are remedied.

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

Legislative requirements

- The 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.
- Agencies can only teach first aid courses after they have been approved and after the agreement is signed.
- First aid training agencies teaching first aid 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 first aid 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 first aid in Alberta who are already approved in another Canadian jurisdiction must be approved by the Director of Medical Services and must sign an agreement with a Director of Medical Services prior to teaching in Alberta.

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

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

Alberta's approval process

Agencies applying for a first aid approval in Alberta must use the Alberta OHS approval application process.

There are two options.

Option 1 (recommended)

Apply through the [OHS Acceptances and Approvals](#) secure online feature. (Full web address on page 4.)

With this option, you can enter or upload all required information directly and track the status of your application.

Option 2

Complete both the approval application form [LI030-1TMP](#) and the appropriate first aid review form (see next section).

Submit the completed forms and all required information to OHS either by mail or email.

Send the completed application to:

OHS Specialized Professional Services
8th Floor, Labour Building
10808 - 99 Avenue NW
Edmonton AB T5K 0G5
lbr.ohsaccept@gov.ab.ca

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

How to complete the first aid review form (including supplemental information)

There are three first aid review forms, one for each level ([Emergency](#), [Standard](#) and [Advanced](#)). Ensure that you are using the form that corresponds to the level of first aid for which you are applying. Each first aid 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 first aid 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 first aid 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
- resources (content specific to Alberta requirements, such as bulletins, legislation)

Part C

The agency is responsible for meeting specific quality assurance requirements as outlined in the first aid review form Part C. The approval process requires the agency to provide specific administrative information as proof that the requirements have been met.

Quality assurance components include:

- proof of insurance,
- proof of WCB coverage,
- instructor competency and certification measures,
- specific agency policies and procedures, and
- a 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 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 first aid 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 first aid 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 first aid 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 first aid training agency to review their first aid courses and advise on their course material.

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

CSA and Alberta first aid levels

Agencies should understand workplace first aid 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 first aid level
Basic training level	Emergency first aid
Intermediate training level	Standard first aid
Advanced training level	Advanced first aid

Contact us

OHS Contact Centre

(Complaints, questions, reporting serious incidents)

Anywhere in Alberta

- 1-866-415-8690

Edmonton & surrounding area

- 780-415-8690

Deaf or hearing impaired

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

OHS Online Reporting Service

(PSIs, mine or mine site incidents)

oirportal.labour.alberta.ca/pre-screening/

Website

alberta.ca/OHS

Get copies of the *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

Alberta first aid training (web page)

alberta.ca/first-aid-training.aspx

Applying for OHS acceptances and approvals (LI030-3)

ohs-pubstore.labour.alberta.ca/li030-3

Automated external defibrillators in the workplace (FA015)

ohs-pubstore.labour.alberta.ca/fa015

CSA standard Z1210-17

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

Developing a first aid plan (FA012)

ohs-pubstore.labour.alberta.ca/fa012

First Aid Agencies and Third Party Providers (FA016)

ohs-pubstore.labour.alberta.ca/fa016

Medication in first aid kits (FA014)

ohs-pubstore.labour.alberta.ca/fa014

OHS Acceptances and Approvals online application feature

ohsacceptances.labour.alberta.ca/

Oxygen equipment and related training requirements at work sites (FA013)

ohs-pubstore.labour.alberta.ca/fa013

Workplace first aid records (FA009)

ohs-pubstore.labour.alberta.ca/fa009

Workplace first aiders and legal requirements (FA011)

ohs-pubstore.labour.alberta.ca/fa011

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