

Workplace first aid records

OHS information for employers

Key information

An injury or illness reported by a worker must be recorded as required by section 183 of the Occupational Health and Safety (OHS) Code.

The employer must keep first aid records for three years from the date the incident is recorded.

Prompt reporting allows a worker's injury or illness to be assessed and treated as necessary.

Keep written first aid records

Section 183 of the OHS Code states employers must create and maintain an accurate written record of all work-related acute injuries or illnesses.

Each acute injury or illness record must be retained for a minimum of 3 years from the date on which the injury or illness was reported.

- Completed records must not be kept in the first aid kit. They should be sent to an individual designated by the employer to keep the first aid records.
- Written first aid records must be kept even if the cause of an injury or illness is not known at the time of treatment.

A sample workplace first aid record is attached at the end of this bulletin.

Worker duty to report an injury or illness

Under section 182 of the OHS Code, workers must report any work-related acute injury or illness while at work to their employer.

Prompt reporting allows:

- the injury or illness to be assessed and treated as necessary,
- the capture of more complete and accurate information.

The employer should develop a first aid plan which identifies who injured or ill workers should report to – for example, the workplace first aiders, foreman, nurse, supervisor, safety person, or some other individual. For more information, see the **Developing a first aid plan (FA012)**.



Access to records

To respect worker privacy, the OHS Code limits access to first aid records. A person designated by the employer or work site party to keep the first aid records must ensure:

- the information is kept private, and
- that no person other than the worker has access to their first aid records.

The only exceptions to the privacy and security requirements are:

- an OHS officer requires production for the purposes of inspection under section 51 of the *OHS Act*,
- Alberta's or Canada's legislation allows access, use or disclosure of the information,
- the record is in a form that does not identify the worker, or
- the worker has given written consent to disclose.

The *OHS Act*, section 48(6)(e) allows the Director of Medical Services, or a person authorized in writing by the Director of Medical Services to access any other record set out in the regulations, including first aid records.

Other legislation such as the *Workers' Compensation Act*, the *Health Information Act* the *Personal Information Protection Act*, the *Freedom of Information and Protection of Privacy Act*, and Canada's *Personal Information Protection and Electronic Documents Act* may also have provisions authorizing access, use and disclosure of personal information, including first aid records.

Upon request, an employer must provide the worker with a copy of their first aid record.

Records binder available

A record binder with first aid record forms can be purchased from the Alberta Queen's Printer Bookstore. Replacement forms are also available for purchase. Orders may be placed on-line at qp.gov.ab.ca – search "first aid" to find either the binder or the replacement forms.



Contact Us

OHS Contact Centre

Anywhere in Alberta

- 1-866-415-8690

Edmonton & area

- 780-415-8690

Deaf or hearing impaired:

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

PSI Online Reporting Service

alberta.ca/report-potentially-serious-incidents.aspx

Website

alberta.ca/occupational-health-safety.aspx

For more information

Developing a first aid plan (FA012)

ohs-pubstore.labour.alberta.ca/FA012

Workplace first aiders and legal requirements (FA011)

ohs-pubstore.labour.alberta.ca/FA011

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

ohs-pubstore.labour.alberta.ca/FA013

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

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

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First aid record form



Sample/template

Date of injury or illness:

Day Month Year

Time:

_____ AM
_____ PM

Date injury or illness reported:

Day Month Year

Time:

_____ AM
_____ PM

Full name of injured or ill worker: _____

Description of the injury or illness:

Description of where the injury or illness occurred/began:

Cause of the injury or illness:

First aid provided? Yes No

Name of first aider: _____

First aider qualifications:

- | | | |
|------------------------------------------------|--------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Emergency first aider | <input type="checkbox"/> Primary care paramedic | <input type="checkbox"/> Emergency medical responder |
| <input type="checkbox"/> Standard first aider | <input type="checkbox"/> Advanced care paramedic | |
| <input type="checkbox"/> Advanced first aider | <input type="checkbox"/> Nurse | |

Describe first aid provided:

Copy provided to worker

Copy refused

Injured/ill worker initial _____

Keep this record confidential and retain for at least 3 years from reported date of injury/illness.