

Part 11 First Aid

Highlights

- If a person or agency wants to provide first aid training to workers under the OHS Code, section 177 requires the person or agency to enter into a formal agreement with the Director of Medical Services in order to provide the first aid training.
- Valid first aid certificates from other provinces and territories in Canada are recognized in Alberta. The first aid training must be approved by that jurisdiction and provided by a training agency approved by that jurisdiction.
- First aid services, supplies and equipment, and a first aid room (if required) must meet the requirements of the Tables presented in Schedule 2.
- The first aid requirements that an employer must meet are based on a combination of three factors – how hazardous the work is, the time taken to travel from the work site to a health care facility (a measure of the remoteness of the work site), and the number of workers on each shift.
- Section 179 requires first aid services, equipment and supplies to be available at the work site.
- Section 180 requires employers to ensure that transportation is available for transporting injured or ill workers to a health care facility when needed.
- If an acute illness or injury occurs at the work site, section 182 requires the affected worker to report the illness or injury to the employer as soon as practical. Section 183 requires that a written record be kept of every illness or injury reported.
- Section 184 establishes limits on who has access to records of first aid.

Requirements

Section 177 Training standards

The employer is responsible for ensuring that individuals designated to provide first aid services to workers at a work site are appropriately trained. Workers successfully completing an approved first aid course are issued a first aid certificate by an approved training agency. This card should be shown to the employer when individuals are asked to provide proof of their first aid qualifications.

The certificate is only acceptable if it is provided by a training agency approved by the Director of Medical Services. The Director of Medical Services is a member of the staff of Alberta Employment and Immigration appointed by the Minister under section 5 of the *OHS Act*. A list of approved courses is maintained by the Director. This list is available on the Workplace Health and Safety Web site at

 http://employment.alberta.ca/documents/WHS/WHS-EP_firstaid_courses.pdf

Training Agency Approval

Training agencies approved by the Director of Medical Services enter into a written agreement that includes a mandatory review of course content, training materials and course duration. Course curriculum is determined by the Director in consultation with the Joint First Aid Training Standards Board. The Board includes representatives from the following four national first aid training agencies: the St. John Ambulance Alberta Council, the Royal Life Saving Society-Canada, Alberta Branch, the Canadian Red Cross Society and the Canadian Ski Patrol System.

To become an approved training agency, an application must be submitted to the Director of Medical Services. The Director of Medical Services can be reached by writing to:

Director of Medical Services
Alberta Employment and Immigration
Workplace Standards Division
8th Floor, 10808 - 99 Avenue
Edmonton, Alberta T5K 0G5

Minimum course criteria and related information are presented in the Safety Bulletins shown below.

For more information



http://employment.alberta.ca/documents/WHS/WHS-EP_firstaid_courses.pdf

Workplace Health and Safety – Approved Agencies and Training Courses



http://employment.alberta.ca/documents/WHS/WHS-PUB_fa011.pdf

Workplace First Aiders and Legal Requirements



http://employment.alberta.ca/documents/WHS/WHS-PUB_fa010.pdf

Quality Management Plan for Compliance with the First Aid Regulation

Out of province first aid certificates

The provincial and territorial governments across Canada have taken steps to enable labour mobility across jurisdictions within Canada. Two specific agreements went into effect on April 1, 2009. The Agreement on Internal Trade (AIT) was signed by Ministers of Labour across Canada, and the British Columbia-Alberta Trade, Investment and Labour Mobility Agreement (TILMA) was signed by the Premiers of British Columbia and Alberta.

These agreements affect employers and workplace first aiders who work in more than one province or territory. They apply to a worker who has workplace first aid certification from an approved agency in one jurisdiction and works in or moves to another jurisdiction within the time period that the certification is valid.

A worker's first aid certification, if approved in one jurisdiction, is automatically recognized in the new jurisdiction *as long as* the workplace first aider is competent in applying the jurisdiction-specific legal requirements for first aid in the "new" jurisdiction. See the publication Workplace First Aiders and Legal Requirements in the publication shown above. It presents the information that is needed as an add-on to the approved certification.



http://employment.alberta.ca/documents/WHS/WHS-Pub_fa016.pdf

First Aid in the Workplace: Trade, Investment and Labour Mobility Agreement & Agreement on Internal trade

Both the workplace first aider who moves and the employer in the jurisdiction to which the worker moves have responsibilities. Workers, as first aiders, are responsible for learning additional material and being competent in applying the legal requirements for workplace first aid. Employers are responsible for ensuring that workers are competent in knowing and applying the pertinent legal requirements that apply to workplace first aid.

Section 178 Providing services, supplies, equipment

Subsection 178(1)

The *OHS Act* requires employers to protect the health and safety of workers performing work for them, as well as the health and safety of other workers present at the work site where the work is being performed. In fulfilling this obligation, the employer is responsible for ensuring that first aid services, supplies and equipment are available at the work site. In a limited number of cases, a first aid room must also be provided.

The type of first aid services an employer must provide is based on three criteria:

- (1) how hazardous the work is;
- (2) the time taken to travel from the work site to a health care facility (a measure of the remoteness of the work site); and
- (3) the number of workers on each shift.

To determine if the work performed is low, medium, or high hazard work, refer to Tables 1 and 2 of Schedule 2. According to the Tables, work that is neither low hazard or high hazard is classified as medium hazard work.

For the purposes of this Part, work sites are classified based on the length of time required to get an ill or injured worker from the work site to a health care facility under normal travel conditions. In most situations, “normal travel” involves the use of a vehicle on some type of roadway under weather and road conditions that are usually and frequently experienced at that work site. In some situations however, “normal travel” may involve the use of a boat, aircraft, or helicopter, as might be the case at a remote work camp.

When determining the classification of a work site, consider the means of transportation usually and frequently available. If a road-accessible work site is serviced by a helicopter once every few days, then the travel time to the health care facility should be based on the time taken by a vehicle to travel the distance as the helicopter is not usually and frequently available for the transport of an ill or injured worker. Classifying a work site as close, distant, or isolated helps establish the first aid services, equipment and supplies at the work site. The required services, equipment and supplies are listed in Tables 5, 6 and 7 of Schedule 2.

The final criterion for establishing the type and level of first aid services to be provided is the number of workers on each shift. Tables 5, 6 and 7 provide this information.

Figure 11.1 presents a flow chart for determining the type of first aid services that must be provided at a work site.

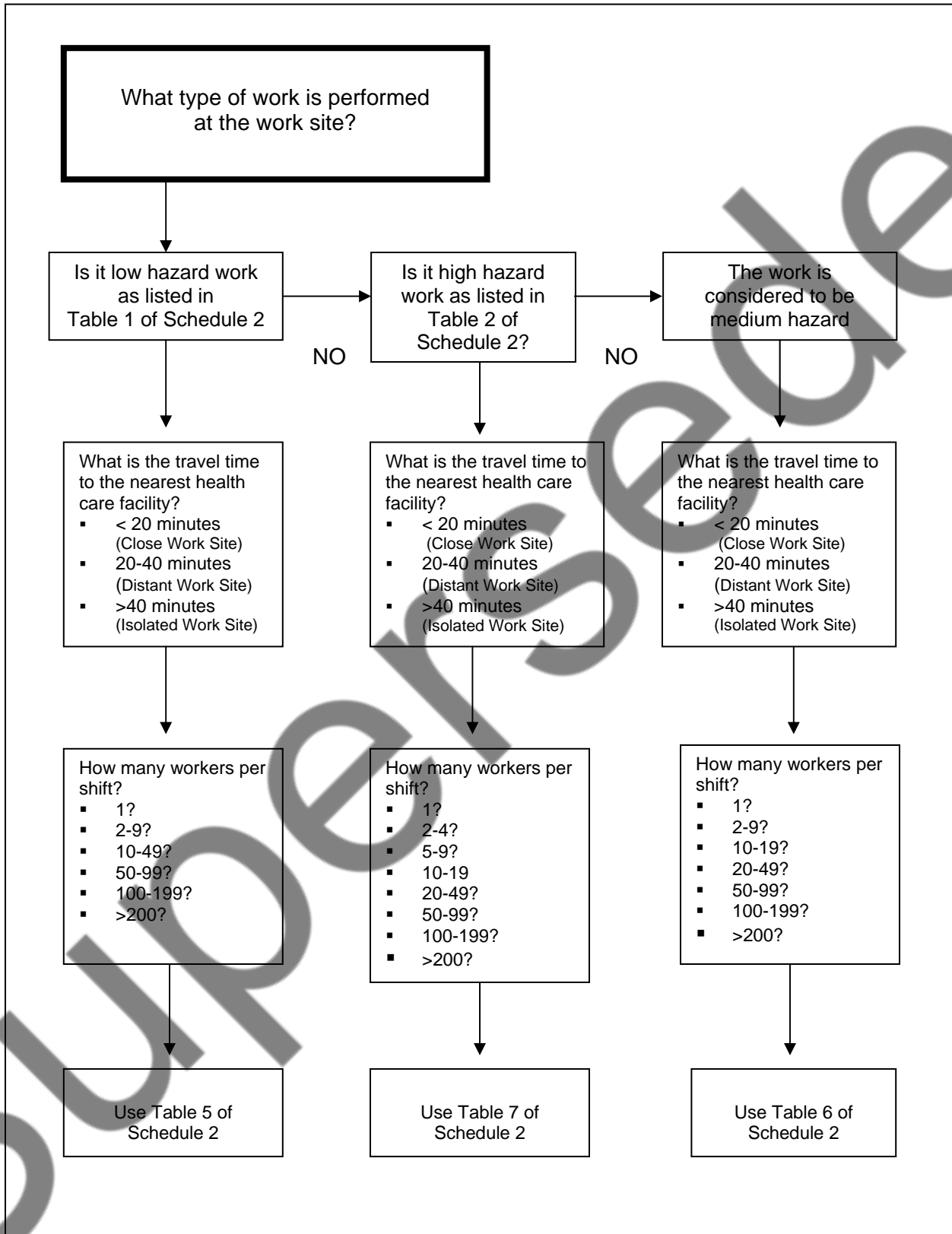
Application for acceptance

The Director of Medical Services only has the authority under the *OHS Act* to grant acceptances for a requirement listed in the OHS Code.

Section 34 of the *OHS Act* requires that the suggested alternate first aid services, first aid supplies, or first aid equipment provide a level of worker protection that is *equal to or greater than* what is already required by this Part.

Employers can apply in writing to the Director of Medical Services for an “acceptance” to one or more of the requirements of this Part of the OHS Code. The employer explains their alternative to the requirement(s) and provides sufficient justification and supporting information to allow the Director to evaluate the alternative.

Figure 11.1 Determining first aid requirements



Subsection 178(2)

According to the *OHS Act*, every work site must have a prime contractor if there are two or more employers engaged in work at the work site at the same time. The prime contractor for a work site is the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor. This prime contractor is responsible for making sure that appropriate first aid services, supplies and equipment are available at the work site as required by this Part. The services, supplies and equipment must be available and accessible during all working hours as required by section 179(a)(ii) of this Part.

For more information



http://employment.alberta.ca/documents/WHS/WHS-PUB_li018.pdf

The Prime Contractor

Educational institutions

Educational institutions are responsible for providing first aid services, supplies and equipment for workers as required by Table 6 of Schedule 2 for the number of teachers, support staff and maintenance personnel and other workers at the work site.

For the purposes of this Part, students taking training at grade schools, technical colleges and universities are not considered workers. However, a university student working as a teacher's assistant is a worker, and must therefore be included in the total number of workers.

Although the *OHS Act* does not apply to students, the first aid requirements outlined in Table 6 of Schedule 2 can be used as a guideline for providing first aid services, supplies and equipment.

For more information



http://employment.alberta.ca/documents/WHS/WHS-PUB_li022.pdf

Are Students Workers?

Subsection 178(3)

This subsection allows employers and the prime contractor at a project to jointly supply first aid services, supplies and equipment to the work site. Such a sharing of responsibilities and resources must be described in a written agreement and must be based on the total number of workers at the work site.

Example: Construction company ABC has 100 workers working at a work site. According to Table 2 of Schedule 2, construction is high hazard work. Assuming the work is performed at a close work site, then according to Table 7 of Schedule 2, the employer must provide two Emergency First Aiders, two Standard First Aiders and one Advanced First Aider.

If construction company XLR has 100 workers and also begins working at the same work site, then the site requires a prime contractor and the first aid requirements for the site are based on 200 workers. According to Table 7 of Schedule 2, the prime contractor must ensure that two Emergency First Aiders, two Standard First Aiders and either one nurse or one EMT-P, and a first aid room are provided. By cooperating on their responsibilities, the two employers can share resources, avoid duplication of first aid services and maintain the required first aid coverage.

Subsection 178(4)

Table 4 of Schedule 2 lists the requirements for a permanent first aid room. A first aid room that is temporary or mobile must also meet the requirements of Table 4 of Schedule 2 except that if it is not practical to have hot water, a supply of cold potable water is acceptable.

Section 179 Location of first aid

The employer is responsible for ensuring that first aid services, equipment and supplies are available at the work site. A first aid room need only be provided in cases where

- (a) there are 200 or more workers per shift performing medium hazard work (see Table 6 of Schedule 2), or
- (b) there are 100 or more workers per shift performing high hazard work (see Table 7 of Schedule 2).

Equipment and Supplies

First aid services, equipment and supplies must be quickly and easily accessible during all working hours. First aid equipment and supplies must be ready for use and protected from the elements so that their usefulness is not affected by exposure to heat, cold, wind and moisture. The equipment and supplies, or more often the containers in which they are stored, must be clearly marked to indicate that they are intended for first aid.

Informing Workers

If signs are posted at the work site to indicate the location of first aid services, equipment, and supplies, the signs should be visible, easy to understand and appropriate to the workforce. Where signs are not practicable, workers must be informed of the location of the services, equipment and supplies by other means such as printed materials or verbal instructions.

If members of the workforce have difficulty reading or understanding English, signs and printed materials (if they are used) should use easily understood symbols or include translations. Verbal instructions should be provided to workers in the language they understand, perhaps through a co-worker acting as interpreter.

Emergency Communication System

Employers are required to have in place an emergency communication system so that first aid services can be summoned to an ill or injured worker. The type of system or approach to providing emergency communication is at the discretion of the employer. It may involve the use of telephones, cellular telephones, satellite telephones, portable two-way radios, or other means that are equally effective. The intent of the requirement is to make sure that ill or injured workers can access first aid services quickly and reliably.

Section 180 Emergency transportation

This section requires employers to ensure that transportation is available for transporting injured or ill workers to a health care facility when needed. This section applies to all work sites, regardless of any service, supply or equipment requirements specified elsewhere in this Part.

Subsection 180(1) Arrangements

This subsection requires employers to ensure that transportation arrangements are in place for transporting injured or ill workers from a work site to the nearest health care facility. For the purposes of this Part, “arrangements” are considered to be a plan that includes procedures for transporting injured or ill workers. Section 8 of the *OHS Regulation* requires the plan and procedures to be in writing and available to workers.

Transportation arrangements must be in place before an employer sends workers to any work site and work begins. This condition applies at all times while work is being performed at the worksite. Guidance on what to consider when developing the arrangements and what an officer will look for during the review is presented under the heading “Transportation Plan”.

Subsections 180(2) and 180(3) Transportation requirements

Subsections 180(2) and 180(3) offer employers two potential options when deciding the type of transportation to have available for injured or ill workers. The first is that an employer can use a provincially licensed ambulance service under the *Emergency Health Services Act* (formerly the *Ambulance Service Act*). It is recommended that the service be capable of arriving at the work site within 40 minutes of being called. If this is not possible, the second option available to employers is to have a means of transportation from the work site that meets all the requirements listed in subsection 180(3), namely:

- (a) it must suit the distance to be travelled and the types of injuries or illnesses that may occur. The means of transportation must make transport of the ill or injured worker safe and comfortable. It should be clean and if serious injuries are likely to occur, as in high hazard work, then the means of transportation needs to accommodate a seriously injured worker in a manner that prevents additional injuries and provides timely transport;
- (b) the available transportation must protect the injured worker and an accompanying person from the weather. If workers are at an isolated work site and work is done during cold, wet or inclement weather, then the means of transportation should be enclosed or covered and provide sufficient heat to keep both individuals warm;
- (c) the means of transportation must be equipped with a means of communication that allows occupants to communicate with the health care facility to which the injured or ill worker is being taken. This could be a cellular telephone, vehicle-based two-way radio or whatever is most practicable as long as it permits communication with the health care facility; and
- (d) the means of transportation must be large enough to accommodate a stretcher and accompanying person. Many stretchers are 200 or more centimetres long so the available space must accommodate this. Stretchers must be secured during transport to protect the safety of the injured worker and the accompanying person.

If a provincially licensed ambulance service is not available, the employer may decide to provide an emergency conveyance vehicle. It is recommended that this vehicle be able to arrive at any work site it is intended to serve within 40 minutes of being called. Otherwise, there must be a means of transportation from the work site that meets the four requirements listed above. This means of transportation should be maintained in a clean condition and be available to respond when called. The vehicle could be a van, truck, boat, aircraft or any other means that meets all the requirements.

Subsection 180(4) Means of communication

The employer must have a means of communication in place at the work site that allows an ambulance or other means of transportation to be summoned. The particular means of communication provided is at the employer's discretion but it must be capable of summoning an ambulance or transportation service quickly and reliably. Communication may be through the use of a telephone, cellular telephone, satellite telephone, portable two-way radio or any other means that is effective.

Subsections 180(5) and 180(6) Accompaniment

If a worker is acutely injured or ill, or needs to be accompanied during transport to a health care facility, the worker must be accompanied by at least one first aider, other than the operator of the means of transportation. This requirement does not apply if there are three or fewer workers at the work site.

The accompanying person must be a first aider, but the level of first aid training required of this first aider is not stipulated. To determine which first aider should accompany the injured worker, consider the level or type of injury or illness, the distance to be travelled, the mode of transportation used and the level of first aid services that must continue to be offered at the work site.

Transportation Plan

Factors to consider

When developing the transportation arrangements, employers must keep in mind the need to get injured workers to medical care as quickly as possible keeping in mind the "golden hour". As it pertains to life-threatening injuries, the golden hour is the first hour after a person is injured. The hour is golden because if a seriously injured worker makes it to the health care facility within this hour, the chances of survival are greatly increased. The sooner the first aider calls for medical help and

medical care is provided, the better the chances that the injured worker will survive.

Before an employer sends workers to any work site and work begins, the employer must have arrangements (the transportation plan) in place to transport injured or ill workers from the work site to a health care facility. The transportation plan must consider the following factors, many of which are the same as those considered when developing the complete First Aid Program:

- (a) the types of injuries or illnesses likely to occur given the hazards inherent to the work and the ages and limitations of the workers;
- (b) the number of workers at the work site;
- (c) the distance to be travelled from the work site to the health care facility;
- (d) the availability of a provincially licensed ambulance service;
- (e) ambulance or emergency vehicle response times;
- (f) the time(s) of day that the work site is in operation;
- (g) the means of transportation needed to get to the work site;
- (h) transportation routes;
- (i) seasonal or weather changes that may affect the means or routes of transportation; and
- (j) travel times.

When developing a plan, prospective provincially licensed ambulance services should be contacted in advance to find out the processes involved in responding to a call and the expected response times. Response times at isolated work sites may vary considerably depending on the type of day, the weather and other factors. If a work site's plan involves calling an emergency response centre that dispatches local air ambulances for example, consider that local helicopter services may not have the equipment to navigate after dark and may not be able to accommodate a stretcher. Also, if a call centre is used as an emergency contact number and the call is re-routed to a local ambulance service, then the service must determine the location of the work site, resulting in a possible response delay that may exceed the 40 minute recommended time.

Ask specific questions of the emergency services provider being considered when developing a plan e.g. service capabilities and likely response times. Find out whether the service provider will dispatch a helicopter or ground ambulance. If the work site is accessible by road, it is reasonable to expect that a ground ambulance will service it and this may add considerable time to the response.

Once all factors particular to the industry and the work site have been considered, the plan must be written out, finalized and communicated to the workers it applies to.

What Officers look for in a plan

The written plan must be available to occupational health and safety officers upon request. Officers will look for the following in a transportation plan:

- (1) *Who to call* — a list of the transportation provider(s) that is to be used to transport injured or ill workers. The plan must specify whether a provincially licensed ambulance service is used, whether a transportation provider is summoned from a different location or whether on-site transportation is available.
- (2) *How to call* — a clear statement of how the transportation provider will be summoned. List telephone numbers or radio channels as appropriate. The employer must ensure that telephone numbers are current and correct.
- (3) *Who makes the call* — a clear statement of who may summon the transportation provider.
- (4) *What to say* — a listing of the information that the caller must give to the transportation provider so that the service can respond quickly. Location coordinates for example may be important when trying to reach a work site in an isolated area.
- (5) *What to expect* — a description of what will happen in the event that
 - (a) the transportation cannot arrive at the work site within 40 minutes. If this is the case, it is recommended that other transportation be available that meets the transportation requirements of section 180; and
 - (b) another worker becomes injured while the first one is being transported to a health care facility. Workers and first aiders remaining at the work site must know what to do and who to call if work continues and another worker becomes injured.
- (6) *Communication of the plan* — evidence that the plan has been communicated to workers, including all designated first aiders. Officers may verify this by talking to workers and asking what the workers would do if they had to summon a provincially licensed ambulance or other transportation provider.
- (7) *Date of plan completion* — the plan should be dated to show when it was completed and how current it is.

Section 181 First aid providers

Subsection 181(1)

No explanation required.

Subsection 181(2)

See section 177.

Subsection 181(3) Location of first aid providers

This subsection requires the work site's nurse, advanced first aider or EMT-P to either be based at or near the first aid room (if such a room is required by this Part), or be easy to contact or notify if that person is away from the first aid room and their services are needed.

Subsections 181(4) and 181(5) Fit and clean

The work assigned to these first aid providers must not conflict with their duties and responsibilities to provide first aid. The work must also allow providers to remain fit and clean so they can administer first aid. A mechanic working on equipment 90 percent of the time would not always be fit and clean to administer first aid. It would be more appropriate to designate someone else as the first aider.

Subsection 181(6) Record of first aid providers

The employer is required to maintain a record of workers who are first aiders. This allows the employer to verify compliance with this Part by ensuring that the correct number of appropriately qualified first aiders are available at the work site. This record may also allow the employer to keep track of qualification expiry dates and those members of the workforce who are qualified first aiders but may not be working as first aiders.

Section 182 Duty to report injury or illness

Workers are required to report any work-related physical injury or sudden occurrence of illness experienced while at work as soon as practicable. The employer should establish to whom the report is made e.g. first aider, foreman, nurse, supervisor, safety person or some other individual. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance.

Similar, recurrent injuries reported by several workers may suggest the need to change some aspect of the work site or the tasks performed by workers.

Section 183 Record of injury or illness

Written record

The employer is required to create and maintain an accurate written record of all work-related injuries or sudden occurrences of illness that workers experience while at work.

If the cause of the illness or injury is unknown at the time treatment is provided, every effort should be made to determine the cause within a reasonable period of time and add this information to the illness or injury record. Even if no first aid is administered, an illness or injury reported by a worker must be recorded.

Illness and injury records

Employers may implement their own system of keeping and tracking illness and injury records as long as the system complies with this Part. Alberta Employment and Immigration has published additional information about first aid records in the Safety Bulletin shown below.



http://employment.alberta.ca/documents/WHS/WHS-PUB_fa009.pdf

First Aid Records

The first aid record should contain the information required in this section and not personal health or medical information.

Blank first aid treatment forms are often kept in kits to which all persons at the work site have access. Completed forms should be sent to an individual designated by the employer as the keeper of all completed first aid records and retained for a minimum of three years from the date on which the injury or illness occurred. Completed records must not be kept in the first aid kit.

Section 184 First aid records access

A person with custody of first aid records must ensure that access to the first aid records is limited to the worker unless the person is allowed to release the information under privacy and access to information laws passed by the province of Alberta or the Government of Canada. Such privacy and access to information laws may authorize or require the disclosure of information such as first aid records.

Section 8 of Alberta's *Occupational Health and Safety Act* allows access to first aid records by occupational health and safety officers and the Director of Medical Services, Alberta Employment and Immigration.

Other legislation such as the *Workers' Compensation Act*, the *Health Information Act (HIA)*, the *Personal Information Act (PIPA)* and *Canada's Personal Information and Electronic Documents Act* may also have provisions authorizing access, use and disclosure of personal information.

A worker can allow his or her first aid record to be made available to other persons but permission must be in writing indicating the information that can be released, the name of the person to whom the information is to be released, the date and the worker's signature.

Employers that conduct incident investigations need to know the name of the worker, the date of the accident or incident, the date the accident or incident was reported and when first aid was given. Details of the injuries and first aid should be limited.

Persons with access to first aid records must keep the information confidential except when disclosing the information listed in section 8 of the *OHS Act*.

Posting first aid records with the information contained in subsection 183(2) on notice boards or distributing them throughout the company is not allowed. General information that does not identify workers or contain any specifics can be distributed to workers and other work sites to increase safety awareness.

An employer must provide the worker with a copy of their first aid record upon request.

At work sites where owners have entered into an agreement with the prime contractor to provide first aid services and the prime contractor's first aiders are used, the worker can request a copy of his or her first aid record from the first aider. The prime contractor or employer is responsible for ensuring that the worker receives a copy of the first aid record when one is requested.

If the worker requests the first aid record some time after the injury, the worker should request the record from the employer. If the employer is no longer in business, the worker should direct his or her request to the prime contractor. It is recommended that prime contractors and employers develop a procedure for handling worker's requests.

Tables 1 and 2 of Schedule 2 Low hazard work, high hazard work

Degree of Hazard

One of the criteria used when determining the type of first aid services, equipment and supplies that an employer must provide is the degree to which the work is hazardous. Hazard assessment is a method of estimating the potential for a worker to be injured or become ill while performing his or her work.

Tables 1 and 2 of Schedule 2 are used to determine if the work performed is low, medium or high hazard work. According to the Tables, work that is neither low or high hazard is classified as medium hazard work. As the hazard increases, so do the requirements for first aid services in terms of the number and qualifications of first aid providers and the types and quantities of first aid equipment and supplies.

Low hazard work

Low hazard work is typically clerical or administrative type work. Dispersal sites are classified as low hazard because few workers are normally present there during working hours. Workers usually report to a dispersal site and then move on to the location where work is actually performed.

Low, medium, and high hazard at the same time

Situations commonly arise in which a work site consists of work areas having different hazard classifications. Where work being performed with different hazard classification cannot be separated, employers should classify the entire work site at the highest hazard classification level. Where work can be separated physically or administratively, the employer may choose to have different hazard classifications at a work site. For example, where there is a work site with low and high hazard work areas separated from one another, the employer must meet the first aid requirements for low hazard and high hazard work respectively, based on the number of workers at the work site.

In classifying areas, the presence of equipment common to high hazard work that appears in a medium hazard work site is insufficient for classifying the area to the higher level. How often the equipment is used, by how many workers, the type of operations it is used for, the environment in which the equipment is located, etc. influence the classification.

Industrial process facilities not elsewhere specified

Subsection (b)(xi) of Table 2 refers to “industrial process facilities not elsewhere specified”. For the purposes of the OHS Code, an industrial process facility is taken to mean a structure within which, or a location at which, an industrial process is carried out. An industrial process is a procedure involving chemical or mechanical operations that normally process raw materials into a finished product that is usually offered for sale. Industrial processes are often carried out on a very large scale.

Industrial process facilities are of concern because large scale processes can be complex, involving complicated and extensive interactions between workers and materials, machines and processes. These interactions can lead to unexpected consequences that might result in a worker requiring first aid.

Workers at an industrial process facility may be exposed to a variety of hazards. For the purpose of defining the required first aid equipment, supplies and trained staff required at such a facility, the presence of the following hazards should result in the facility being classified as “high hazard work”:

- (a) working in the presence of a biohazardous material, toxic substance or chemical, which, if released, would result in workers needing immediate medical treatment as a result of inhalation or eye or skin contact;
- (b) working in the presence of equipment or machinery containing substances under high pressure, substances that may explode or catch fire, or substances that may react dangerously when combined with another process material;
- (c) using tools, equipment, or machinery for high-speed grinding, cutting, chipping, or drilling;
- (d) working near mobile equipment where there is a possibility of a worker being struck;
- (e) working at elevations;
- (f) entering confined spaces where toxic atmospheres may exist or develop; and
- (g) working where there are other hazard factors that may expose workers to risk of serious injury or occupational disease.

Table 3 of Schedule 1 First aid equipment and supplies

Barrier devices, gloves

Table 3 of Schedule 2 lists the contents of the four types of kits required by this Part. Disposable surgical gloves and resuscitation barrier devices are intended to be used to prevent accidental contact with blood or body fluids. Surgical gloves do not need to be sterile.

Recommended practices

First aid kits should not contain any prescription or non-prescription drugs. The inclusion of symptom-relief medication(s) is beyond the scope of first aiders. The routine inclusion of over-the-counter medication(s) in first aid kits is not recommended as there is no established benefit and there is a potential for problems. If an employer determines that it is necessary to provide over-the-counter medication(s) in a first aid kit, a physician should be asked to prepare a policy and procedures to cover their use. Health care professionals would then be designated to give medications.

For more information



http://employment.alberta.ca/documents/WHS/WHS-PUB_fa014.pdf

Medication in First Aid Kits

Table 4 of Schedule 1 First aid room requirements

First Aid Room

Table 4 of Schedule 2 lists the characteristics of a permanent first aid room and the first aid supplies to be contained in that room. First aiders, first aid supplies and first aid equipment needs to be readily accessible and located near the work area. A first aid room need only be provided in cases where there are 200 or more workers per shift performing medium hazard work (see Table 6 of Schedule 2), or there are 100 or more workers per shift performing high hazard work (see Table 7 of Schedule 2).

Supervision of First Aid Room

When a first aid room is required, the most highly qualified first aid person is in charge of it. In the case of high hazard work involving 100-199 workers per shift at close, distant, or isolated work sites (see Table 7 of Schedule 2), the first aid person in charge should be the advanced first aider.

Oxygen therapy equipment provided in the first aid room must meet the requirements of CSA Standard Z305.12-06, *Safe Storage, Handling and Use of Portable Oxygen Systems in Residential Buildings and Health Care Facilities*. “Oxygen” and “No Smoking” signs should be placed on oxygen delivery equipment and storage rooms.

Oxygen cylinders must be hydrostatically tested every five years and the test date marked on the cylinder. Oxygen tank labels must include a Drug Identification Number (DIN) and the fabricator’s name and address. Only suppliers licensed to refill oxygen bottles can do so.

Tables 5, 6, and 7 of Schedule 2 First aid requirements for work

First Aid Qualification Levels

The Tables state *minimum* levels to which first aid personnel must be trained for various work site situations. In all cases, these minimum levels can be exceeded. For example, a nurse or Emergency Medical Technician – Paramedic can replace an Advanced, Standard or Emergency First Aider; an Advanced First Aider can replace a Standard or Emergency First Aider; and a Standard First Aider can replace an Emergency First Aider. Table 3.1 summarizes this relationship:

Table 3.1 Comparison of qualification levels

Most Qualified	Nurse or Emergency Medical Technician-Paramedic
	Advanced First Aider or Emergency Medical Technician-Ambulance or Emergency Medical Technician or Emergency Medical Responder
	Standard First Aider
Least Qualified	Emergency First Aider

Blankets

Where reference is made to “3 blankets” in these Tables, at least one of these blankets should be of a woven fabric such as wool, polyester or other material. In addition to providing warmth, such blankets can also be used for positioning or immobilizing the limbs or head during care and treatment. Depending on the work site, one or more of the remaining blankets might be a space blanket used for keeping an ill or injured worker warm.

One worker per shift

As part of the first aid services provided, an adequate number of appropriately qualified first aid personnel as listed in Tables 5, 6 and 7 of Schedule 2 must be available at the work site to respond to any acute illness or injury that might reasonably be expected to occur. Although first aid training is recommended, the OHS Code does not require that a worker be trained in first aid if they are the only worker on a shift.

Numbers of first aid personnel required — examples

First aid personnel must be available and accessible during all working hours as required by section 179. When establishing the number of personnel required for work sites involving large numbers of workers, consider the following examples:

Example 1: Low hazard work, close work site, 201 workers at the work site per shift.

Referring to Table 5 of Schedule 2, the employer would require one emergency first aider, two standard first aiders, PLUS one standard first aider for each additional increment of one to 100 workers above 200 workers. In the case of 201 workers, the employer would therefore be required to provide one emergency first aider and three standard first aiders.

Example 2: Medium hazard work, distant work site, 201 workers at the work site per shift.

Referring to Table 6 of Schedule 2, the employer would require two emergency first aiders, two standard first aiders, either one nurse or one EMT-P, PLUS one standard first aider for each additional increment of one to 100 workers in excess of 200 workers. In the case of 201 workers, the employer would therefore be required to provide two emergency first aiders, three standard first aiders, and either one nurse or one EMT-P.

Example 3: High hazard work, isolated work site, 201 workers at the work site per shift.

Referring to Table 7 of Schedule 2, the employer would require four standard first aiders, one advanced first aider, either one nurse or one EMT-P, PLUS one standard first aider for each additional increment of one to 100 workers in excess of 200 workers. In the case of 201 workers, the employer would therefore be required to provide five standard first aiders, one advanced first aider, and either one nurse or one EMT-P.

These are minimum requirements and the employer is free to have additional trained first aiders.