

Workplace first aid approvals

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

Key information

- Alberta uses the Canadian Standards Association (CSA) Standard Z1210-17: First aid training for the workplace – Curriculum and quality management for training agencies.
- Alberta approval requires agencies to meet mandatory minimum workplace first aid training standards and legislated requirements.
- Agencies must have a medical advisor review their courses and verify that the workplace first aid training course meets the CSA standard Z1210-17 competencies.

Alberta's workplace first aid requirements

Agencies can only teach workplace first aid courses in Alberta after they have been approved.

Agencies seeking approval will be required to ensure their courses meet the [CSA Standard Z1210-17](#) requirements, as well as additional Alberta Plus curriculum and quality assurance requirements.

Agencies are advised to review the first aid course review form for their intended level of workplace first aid training before they develop new courses.

All approved agencies will be audited any time after an approval is granted.

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.
- 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.

Alberta's approval process

Agencies applying for an approval to teach workplace first aid in Alberta must use the Alberta OHS approval application process.

Apply through the [OHS Acceptances and Approvals](#) secure online feature.

You can enter and upload all required information directly and track the status of your application.

How to complete the first aid review form

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 workplace first aid for which you are applying.

The forms must be completely filled out and signed, otherwise the application will not be processed.

Part A

The agency's medical advisor must review the course for which the agency is seeking approval and verify that all mandatory CSA Standard Z1210-17 requirements have been met. The medical advisor must sign Part A of the first aid review form.

Do not include any course material related to Part A in your application.

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. You must provide relevant course material for Part B and include specifics on where to find the course material.

The content must be current, organized, labelled and include, but not limited to the following:

- course objectives
- skills evaluation
- test questions and answers
- resources (content specific to Alberta requirements, such as bulletins, legislation)
- page or paragraph numbers, specific location of content, skill scenarios and how it will be delivered.

The approval application will not be reviewed and may be denied if the application is incomplete.

Part C

The agency is responsible for meeting specific quality assurance requirements 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.

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

All blended online courses must include the required in-person skills, according to the CSA Standard Z1210-17.

Obligations of agencies

In province agencies

Agencies applying for a new approval for workplace first aid must apply for an approval and submit an application including Part A, B and C.

Out of province agencies

Agencies approved in another Canadian jurisdiction who want to teach in Alberta must provide documentation of current approval for each workplace first aid course they have approved in their application. The agency must submit quality assurance requirements (Part C).

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 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

(Concerns, 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)

Notify OHS of health and safety concerns

ohsComplaintsPortal.labour.alberta.ca

Online incident reporting

(Potentially serious, mine or mine site incidents)

oir.labour.alberta.ca

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

csagroup.org/store/product/Z1210-17/

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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