

Alberta's Occupational Health and Safety Regulations

An Explanation of the New First Aid Regulation

SECOND EDITION

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Table of Contents

Purpose of the First Aid Regulation.....	1
First Aid Regulation.....	4
<i>Section 1 Definitions</i>	4
<i>Section 2 Employer Responsibilities</i>	7
<i>Section 3 Prime Contractor Responsibilities</i>	12
<i>Section 4 Co-operation on Responsibilities</i>	12
<i>Section 5 Location of First Aid Services, Equipment, Supplies</i>	13
<i>Section 6 Transportation</i>	15
<i>Section 7 Location of First Aid Providers</i>	19
<i>Section 8 Record of First Aid Providers</i>	20
<i>Section 9 Duty To Report Accident, Illness</i>	20
<i>Section 10 Record of Accident, Illness</i>	21
<i>Section 11 Access to Records</i>	22
<i>Section 12 First Aid Training</i>	24
<i>Section 13 Corrosive Chemicals</i>	25
<i>Section 14 Application for Acceptance</i>	26
<i>Section 15 Transitional</i>	27
<i>Section 16 Consequential</i>	28
<i>Section 17 Repeal</i>	28
<i>Section 18 Expiry</i>	29
<i>Section 19 Coming into Force</i>	29
SCHEDULE 1 Low Hazard Work.....	30
SCHEDULE 2 High Hazard Work.....	30
SCHEDULE 3 First Aid Equipment and Supplies.....	32
SCHEDULE 4 First Aid Room Requirements.....	34
SCHEDULE 5 First Aid Room Requirements for a Temporary or Mobile Facility	36
SCHEDULE 6 First Aid Requirements for a Low Hazard Site	38
SCHEDULE 7 First Aid Requirements for a Medium Hazard Site.....	39
SCHEDULE 8 First Aid Requirements for a High Hazard Site.....	41
Index.....	45

Purpose of the First Aid Regulation

Alberta's newest edition of the First Aid Regulation (AR 48/2000) came into effect on March 31, 2000. The purpose of the Regulation is to ensure that every work site in the province has the equipment, supplies, and trained staff to be able to provide first aid care in the event of workplace illness or injury. The Regulation specifies *minimum* requirements; employers are free to exceed them. In some cases, employers will have unique first aid needs requiring additional specialized knowledge, equipment, and supplies. The employer should perform a site-specific hazard assessment to identify these needs. The hazard assessment reviews the hazards that workers are exposed to during their work to make sure that the employer's first aid services can deal with the illnesses or injuries most likely to occur during that work.

The purpose of this publication is to explain the requirements of the Regulation in plain, easy-to-understand language. Each of the "rules" or "sections" of the Regulation is presented, followed by information that helps to clarify the intent or application of the section. This second edition includes new information further explaining sections 2 and 6 of the Regulation.

Compared to its previous edition, many changes have been made to the Regulation. The following is a summary of the major changes:

◆ **Requirements for First Aid Training Agencies**

Under the old First Aid Regulation, training for first aiders had to be provided by the St. John Ambulance Association or by another agency with a program considered to be equivalent. In the new Regulation, training for first aiders can be provided by a variety of agencies provided that they have entered into an agreement with the Director of Medical Services for Alberta Human Resources and Employment, Workplace Health and Safety. A condition of this agreement is that training programs must meet the standards adopted by the Director in consultation with the newly created Joint First Aid Training Standards Board. No specific agencies are listed in the Regulation. Instead, a list of accredited training providers will be posted on the Alberta Human Resources and Employment, Workplace Health and Safety Internet Web site at www.whs.gov.ab.ca when the list is completed. Employers can still use training agencies approved under the old Regulation until August 31, 2000, after which time they must only use agencies approved under the new system.

◆ **New Requirements to Consider the Distance From a Health Care Facility as a Factor in Assessing First Aid Services**

Under the old Regulation, the distance from the work site to the nearest health care facility was not considered when determining the first aid services, equipment, and supplies that had to be provided by the employer. The new Regulation now considers this distance when assessing these needs.

◆ **Modified First Aid Kit Contents**

The required contents of first aid kits in the new Regulation has been modified to reflect changes in first aid practices and the need to prevent a first aider from contacting blood or body fluids. Employers must purchase additional supplies if they only have the minimum equipment required by the old Regulation.

◆ **Protection of Worker Privacy**

The list of information that must be recorded in the employer’s first aid treatment book in the event of a worker’s illness or injury has changed. Personal information like date of birth and sex have been dropped to protect the worker’s privacy.

The new Regulation also limits access to first aid records. Only the worker and those involved in medical treatment, work site inspections, accident and incident investigations, the evaluation of the employer’s work site health and safety program, or the Workers’ Compensation Board, may review the records.

◆ **Allowance to Use Paramedics Instead of Nurses at Larger Work Sites**

The new Regulation allows employers to use qualified Emergency Medical Technician-Paramedics in place of nurses at larger work sites. Paramedics must be recognized by the Alberta College of Paramedics.

◆ **Administrative Changes**

New terms describing first aiders have been introduced and are summarized in Table 1. These new terms provide a better description of the level of training each designation receives. The training times required to achieve a particular qualification do not change under the new Regulation.

Table 1 Equivalency of first aider designations

Term Used in Old First Aid Regulation	Term Used in New First Aid Regulation
First Aid Attendant	Advanced First Aider
First Aider II	Standard First Aider
First Aider I	Emergency First Aider

The new Regulation has been simplified by combining the requirements for dispersal sites and office or administrative sites.

The reference to “principle contractor” has been replaced with “prime contractor” to reflect changes to the *Occupational Health and Safety Act*.

Need More Information?

This publication provides explanations that apply to most workplaces and situations. However, if an explanation is unclear, or additional information would be helpful, Alberta Human Resources and Employment, Workplace Health and Safety would like to know. Please call us at (780) 427-2687 so that we can answer your questions and incorporate the answers into the next edition of this publication.

Looking for Help in Your Area?

Contact the Alberta Human Resources and Employment, Workplace Health and Safety Call Centre by dialling toll-free:



1-866-415-8690

Note: All persons making use of this publication are reminded that it has no legislative sanction. The original Regulation should be consulted for all purposes of interpreting and applying the law.

First Aid Regulation

Section 1 Definitions

In this Regulation,

- (a) “Act” means the *Occupational Health and Safety Act*;
- (b) “acute illness or injury” means a physical injury or sudden occurrence of an illness that results in the need for immediate temporary care;
- (c) “advanced first aider” means a person who holds a certificate in Advanced First Aid Level #1 from a training agency or who is an Emergency Medical Responder (E.M.R.) or Emergency Medical Technician (E.M.T.);
- (d) “close work site” means a work site that is not more than 20 minutes’ travel time from a health care facility under normal travel conditions using the available means of transportation;
- (e) “distant work site” means a work site that is more than 20 minutes’, but less than 40 minutes’, travel time from a health care facility under normal travel conditions using the available means of transportation;
- (f) “emergency first aider” means a person who holds a certificate in Emergency First Aid from a training agency;
- (g) “Emergency Medical Responder” means a graduate of a training course at the Emergency Medical Responder (E.M.R.) level who is a member of the Alberta College of Paramedics;
- (h) “Emergency Medical Technician” means a graduate of a training course at the Emergency Medical Technician (E.M.T.) level who is a member of the Alberta College of Paramedics;
- (i) “Emergency Medical Technician-Paramedic” means a graduate of a training course at the Emergency Medical Technician-Paramedic (E.M.T.-P.) level who is a member of the Alberta College of Paramedics;
- (j) “first aid” means the application of accepted principles of treatment to sustain life, prevent a condition from becoming worse, and to promote recovery using available equipment, supplies, facilities and services to provide immediate and temporary care to an injured or ill worker;
- (k) “first aider” means a person who is designated by an employer to provide first aid to workers at a work site and who is an emergency first aider, standard first aider or advanced first aider;

- (l) “health care facility” means a hospital, medical clinic or physician’s office that has the capability of dispensing emergency medical treatment 24 hours a day;
- (m) “high hazard work” means work described in Schedule 2;
- (n) “isolated work site” means a work site that is more than 40 minutes’ travel time from the work site to a health care facility under normal travel conditions using the available means of transportation;
- (o) “Joint First Aid Training Standards Board” means a board
 - (i) that is established under Section 7 of the *Government Organization Act* by the Minister to advise the Director of Medical Services on the standards to be adopted for the first aid training required by this Regulation, and
 - (ii) that includes representatives from the four national first aid training standard setting agencies;
- (p) “low hazard work” means work described in Schedule 1;
- (q) “medium hazard work” means work that is neither low hazard work nor high hazard work;
- (r) “nurse” means a graduate of an approved registered nursing program who maintains membership and good standing with the Alberta Association of Registered Nurses and is an advanced first aider;
- (s) “standard first aider” means a first aider who holds a certificate in Standard First Aid from a training agency;
- (t) “training agency” means a person or organization that enters into an agreement with the Director of Medical Services to deliver first aid training that meets standards that the Director of Medical Services adopts in consultation with the Joint First Aid Training Standards Board, for a certificate in Emergency First Aid, Standard First Aid or Advanced First Aid Level #1.

Explanation — Section 1

A number of words and terms are used in the Regulation and are defined in Section 1 — understanding them is key to being able to use the Regulation. Only those definitions that appear to require additional explanation are shown below.

“Act”

“Act” refers to Alberta’s *Occupational Health and Safety Act*. The Act sets standards to protect and promote the occupational health and safety of workers throughout Alberta. It describes the rights

and responsibilities of employers, workers, and others connected with the work site. The First Aid Regulation derives its authority from the Act and states the rules applicable to first aid services, equipment, and supplies at Alberta workplaces.

“close work site”,
“distant work site”,
“isolated work site”

For the purposes of this Regulation, work sites are classified based on the length of time it takes 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. Classifying a work site as close, distant, or isolated helps establish the first aid services, equipment, and supplies required at the work site.

“Emergency Medical Responder”, “Emergency Medical Technician”, “Emergency Medical Technician-Paramedic ”

Alberta’s Emergency Medical Technician Regulation requires that a person having any one of these designations must be a member of the Alberta College of Paramedics. A person registered as an Emergency Medical Technician-Ambulance (E.M.T.-A.) may use the name Emergency Medical Technician (E.M.T.).

The services that can be provided by an Emergency Medical Responder, Emergency Medical Technician, Emergency Medical Technician- Ambulance, or Emergency Medical Technician-Paramedic are listed in the Emergency Medical Technician Regulation and must be administered under the direction of a physician.

“first aid”

The key words in this definition are “immediate” and “temporary”. First aid must be provided quickly and is intended to support the ill or injured worker until complete medical care and treatment can be administered. The Regulation does not expect employers to offer complete medical care and treatment. Most often, first aid is provided to prevent a condition from becoming worse. Far less frequently it is provided to sustain life.

“health care facility”

In many instances, the health care facility will be a hospital. Smaller hospitals, medical clinics, and physician’s offices meet the condition of “dispensing emergency medical treatment 24 hours a

day” if a physician is on-call on nights and weekends. The key consideration is that medical treatment can be administered when needed.

If a work site is not in operation 24 hours a day, then the health care facility to which an ill or injured worker would be sent only needs to provide emergency medical treatment services during the hours that workers are at the work site. This includes workers when they are accommodated at the site.

“Joint First Aid Training Standards Board”

This Board advises and provides assistance to the Director of Medical Services on issues involving the curriculum adopted for the first aid training required by the Regulation. The Director is an occupational health physician who works on behalf of Alberta Human Resources and Employment, Workplace Health and Safety. The four national training agencies represented on the Board are the Alberta Council of St. John Ambulance Association, the Alberta and Northwest Territories Branch of the Lifesaving Society, the Canadian Red Cross, and the Canadian Ski Patrol.

“training agency”

First aider training can only be provided by agencies that have entered into a written agreement with the Director of Medical Services. This agreement includes review of course content, training materials, and course duration. Refer to Section 12 of this publication for more information.

Section 2 Employer Responsibilities

Employers must, as required by this Regulation, provide first aid services and maintain first aid equipment and supplies at the work site for their workers and a first aid room.

Explanation — Section 2

First Aid Services

The *Occupational Health and Safety 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, equipment, and supplies 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 - 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. To determine if the work performed is low, medium, or high hazard work, refer to Schedules 1 and 2 of the Regulation. According to the Schedules, work that is neither low or high hazard is classified as medium hazard work.

For the purposes of this Regulation, work sites are classified based on the length of time it takes 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, not the helicopter. 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 Schedules 6, 7, and 8.

The final criterion for establishing the type and level of first aid services to be provided is the number of workers on each shift. Schedules 6, 7, and 8 provide this information.

Figure 1 presents a flow chart for determining the type of first aid services that must be provided at a work site.

Work Site and Worker

Subsection 1(n) of the *Occupational Health and Safety Act* defines a work site as a location where a worker is, or is likely to be, engaged in any occupation. For workers who work out of their vehicle, any vehicle or mobile equipment used by the worker as part of the job is also considered a work site. The *Act* clearly indicates that a work site is any location where there is, or is likely to be, a worker doing work as part of their occupation.

Subsection 1(m) of the *Occupational Health and Safety Act* defines a worker as any person engaged in an occupation. It is not necessary for the worker to be paid and therefore volunteers and other unpaid persons are considered to be workers.

Exempted workers

The amendment, as well as the GSR, do not apply to farmers and ranchers, workers working in their own private dwellings, domestic workers such as nannies and housekeepers, federal government workers, or workers in federally-regulated industries such as banking, telecommunications, television and radio broadcasting, and interprovincial transportation.

Are students workers?

The *Occupational Health and Safety Act* covers any “worker” engaged in an “occupation”. The *Act* goes on to define “occupation” to mean every “occupation, employment, business, calling or pursuit over which the Legislature has jurisdiction”. In creating this broad definition, legislators wanted to ensure that all those engaged in hazardous work activities were protected by the *Act*, even if they receive no payment for that work. Under the *Act*, the employer is responsible for ensuring workers’ health and safety and workers are subject to the duties and protections provided for under the *Act*.

In applying this legislation to students, the *Act* is intended to apply to:

- students undertaking on-the-job work experience programs;
- students in traditional “workplace-type settings” such as machine, woodworking and automotive shops, cosmetology, chemistry, engineering and electronic labs, and food and meat production areas that might typically be found in technical schools, universities, and apprenticeship and vocational programs;
- students who perform work on behalf of, for example, an academic institution or instructor; and
- since it is not necessary for workers to be paid, students who perform work as volunteers on behalf of, for example, an academic institution or instructor.

Workplace Health and Safety enforces the *Act* in these situations.

The Department would not apply the *Act* in the following situations because they do not expose students to hazards normally associated with on-the-job work experience programs or the traditional “workplace-type settings” described above:

- students enrolled in elementary schools, unless students participate in activities that take place in “workplace-type settings”;
- students engaged in pure academic study in a classroom setting (e.g. lecture hall, computer lab, language lab); and
- students engaged in extracurricular activities not directly related to their career (e.g. sports and fitness programs, club activities).

Do students have an employer?

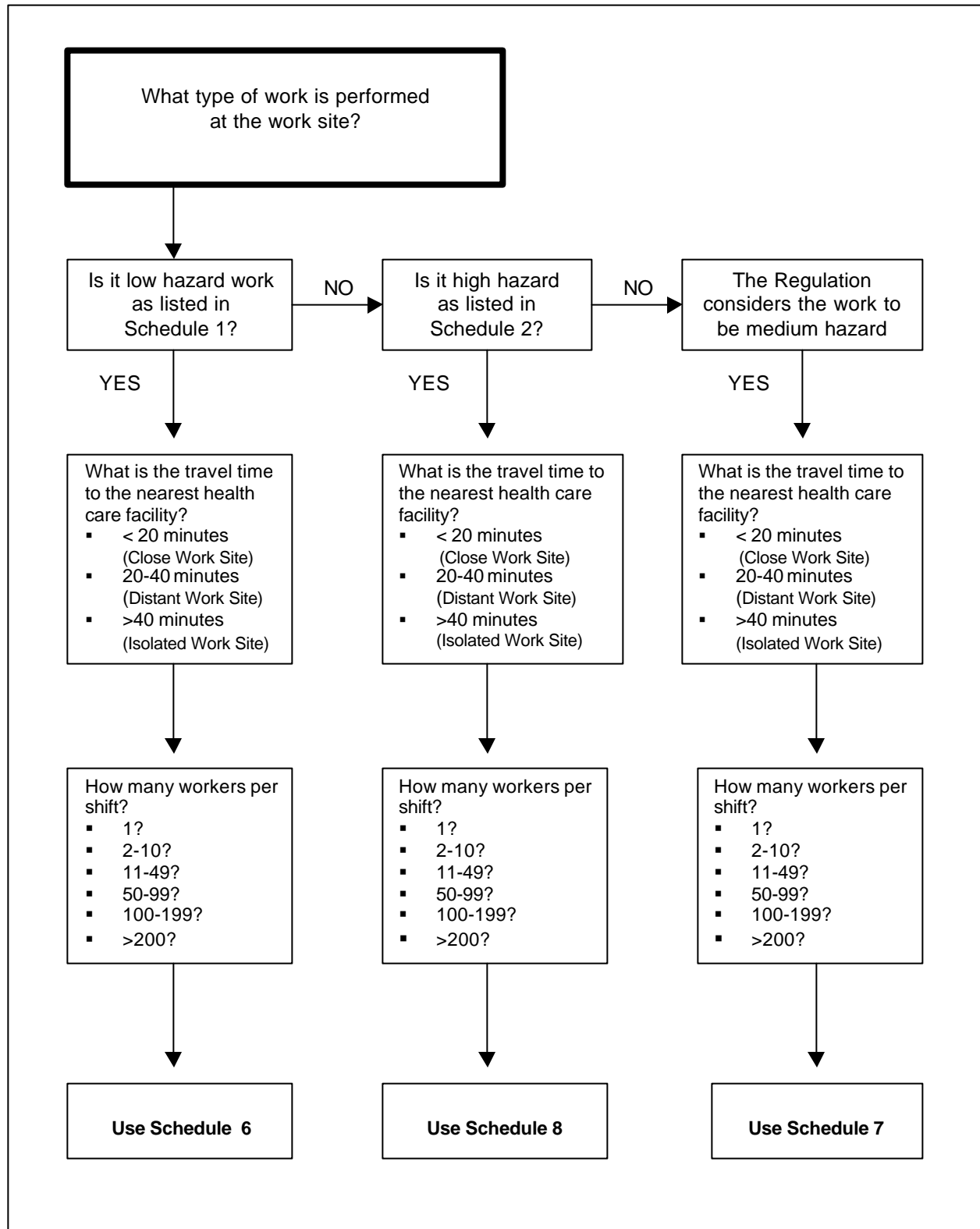
Students considered to be workers under the *Act* but who do not receive payment for their work and are not volunteers are considered to be self-employed (e.g. students undertaking on-the-job work experience programs). This places the burden of complying with the *Act* and its associated regulations largely on the students themselves.

Responsibilities of the educational institution

Educational institutions are not without obligations. In accordance with the *Act*, an educational institution is the prime contractor for the work site and the self-employed workers working there i.e. the students. As a result, the educational institution is responsible for:

- (a) ensuring, as far as reasonably practicable, compliance with the *Act*; and
- (b) ensuring first aid services and equipment are provided for the maximum number of “workers” actively involved in “work” at the academic institution at any one period of time.

Figure 1 Determining first aid requirements



Section 3 Prime Contractor Responsibilities

A prime contractor must ensure that the first aid services, first aid equipment and supplies and a first aid room, as required by this Regulation, for the type of work site and the total number of workers at the work site are available at the work site.

Section 4 Co-operation on Responsibilities

Despite sections 2 and 3, the employers and prime contractors at a project may enter into a written agreement to collectively provide first aid services and maintain first aid equipment and supplies for workers in accordance with this Regulation

Explanation — Sections 3 and 4

Prime Contractor

According to the *Occupational Health and Safety Act*, every work site must have a prime contractor if there are 2 or more employers working 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, equipment, and supplies are available at the work site as required by this Regulation. The services, equipment, and supplies must be available and accessible during all working hours as required by Section 5(a)(ii) of this Regulation.

Schools as Prime Contractors

Under the *Occupational Health and Safety Act*, a school is considered to be a work site if it is attended by students training for an occupation and the school itself is considered to be a prime contractor. The first aid services, equipment, and supplies that the school must provide is based on the number of workers at the school — staff and support staff — and the number of students considered to be workers.

Example: Approximately 1000 students attend a high school. Of these, 6 are involved in a hospitality services program, 50 attend an automotive mechanics program, 24 attend a graphics program, and 30 attend a cosmetology program. The remainder are involved in purely academic studies i.e. english, math, science, etc. Sixty staff and support staff work at the school. The total number of “workers” at the high school is therefore 170 (6+50+24+30+60).

Because the school is neither a high hazard nor low hazard work site, it is considered to be a medium hazard work site.

Sharing Responsibilities

Section 4 allows employers and prime contractors to jointly supply first aid services 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 Schedule 2 of this Regulation, construction is considered to be high hazard work. Assuming that the work is performed at a Close Work Site, then according to Schedule 8 the employer must provide 2 Emergency First Aiders, 2 Standard First Aiders, and 1 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 Schedule 8, the prime contractor must provide 2 Emergency First Aiders, 3 Standard First Aiders, and either 1 nurse or 1 E.M.T.-P. By cooperating on their responsibilities, the two employers can share resources, avoid duplication of first aid services, and maintain the required first aid coverage.

Section 5 Location of First Aid Services, Equipment, Supplies

An employer and prime contractor must

- (a) ensure that first aid services, first aid equipment, supplies and the first aid room required by this Regulation are
 - (i) located at or near the work site that they are intended to serve, and
 - (ii) available and accessible during all working hours,and that the equipment and supplies are
 - (iii) maintained in a clean, dry and serviceable condition,
 - (iv) contained in a material that protects the contents from the environment, and
 - (v) clearly identified as first aid equipment and supplies,
- (b) post, at conspicuous places on the work site, signs indicating the location of first aid services, equipment and supplies or, if posting of signs is not practicable, ensure that each worker knows the location of first aid services, equipment and supplies, and

- (c) ensure that an emergency communication system is in place for workers to summon first aid services.
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Explanation — Section 5

First Aid Room

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 Schedule 7), or (b) there are 100 or more workers per shift performing high hazard work (see Schedule 8). Schedule 4 lists the requirements for a permanent first aid room; Schedule 5 lists the requirements for a first aid room that is temporary or mobile.

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 work force. 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 selection of the 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 2-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 6 Transportation

- (1) An employer must ensure that, prior to the dispatch of workers to a work site, arrangements are in place for transportation of injured or ill workers from the work site to the nearest health care facility.
- (2) An employer must ensure that transportation is available for transport of injured or ill workers to a health care facility that meets the following requirements:
 - (a) an ambulance service is available for the work site under normal travel conditions;
 - (b) a means of transportation is available from the work site that
 - (i) is suitable, considering the distance to be travelled and the types of acute illness or injuries that may occur at the work site,
 - (ii) affords protection against the weather,
 - (iii) is equipped with a means of communication with the health care facility to which the injured or ill worker is being transported and the work site, and
 - (iv) is of sufficient size and suitability to accommodate a stretcher and an accompanying person where required.
- (3) An employer must provide a means of communication to summon the ambulance service or transportation described in subsection (2).
- (4) If a worker is acutely ill or injured, or needs to be accompanied during transport to a health care facility, an employer must ensure that the worker is accompanied by at least one first aider, other than the operator of the transportation.

Explanation — Section 6

Application

Section 6 requires employers to ensure that a means of 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 the number of workers, the hazard level of the work or the distance of the work site to a health care facility. It also applies to all work sites regardless of any service, supply or equipment requirements specified elsewhere in the regulation.

Subsection 6(1)

Subsection 6(1) 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. Before an employer sends workers to any work site and work begins, the employer needs to have a plan in place for taking injured or ill workers from the work site to a health care facility. This plan should be in writing and available for review by any Occupational Health and Safety Officer from Alberta Human Resources and Employment, Workplace Health and Safety. Guidance on what to consider when developing the plan and what an Officer will look for during the review is presented under the heading “Transportation Plan”.

Subsection 6(2)

Subsection 6(2) offers 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 an ambulance service. The service must 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 6(2)(b), namely:

- (1) 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 a high hazard industry, then the means of transportation needs to accommodate a seriously injured worker in a manner that prevents additional injuries and provides timely transport;
- (2) the available transportation must protect the injured worker and an accompanying person from weather. If workers are at an isolated site and work is done during cold, wet or other inclement weather, then the means of transportation must provide sufficient heat to keep both individuals warm and be enclosed or covered;
- (3) the means of transportation must be equipped with a means of communication with the health care facility to which the injured or ill worker is being transported. This could be a cellular telephone, vehicle-based 2-way radio or whatever is most practicable as long as it permits communication with the health care facility; and
- (4) the means of transportation must be large enough to accommodate a stretcher and accompanying person. Many stretchers are 200 or more centimetres long (80 in) so the available space must accommodate this. Stretchers must be secured during transport to protect the safety of the injured worker and accompanying person.

If a public or private ambulance service is not available, the employer may decide to provide an emergency response vehicle that can respond to more than one work site. This vehicle must 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 4 requirements listed above. This means of transportation should be maintained in a clean condition and be available to respond when called. The emergency response vehicle could be a van, truck, boat, aircraft or any other means that meets all the requirements.

Subsection 6(3)

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 2-way radio or any other means that is effective.

Subsection 6(4)

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. 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

Before an employer sends workers to any work site and work begins, the employer needs to have a 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 local 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 ambulance services should be contacted in advance to find out the processes involved in responding to a call and the expected response times. Particularly at isolated work sites, response times 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 response delay that may exceed the 40 minute limit allowed.

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

What Officers look for in a plan

Once all factors particular to the industry and the work site have been considered, the written plan should be finalized and communicated to the workers to whom it applies. The written plan should be available to Occupational Health and Safety Officers upon request. Officers will look for the following in a written plan:

- (1) *Who to call* — a list of the means of transportation that is to be used to transport injured or ill workers. The plan must specify whether an ambulance service is used, whether a means of transportation is summoned from a different location or whether on-site transportation is available.
- (2) *How to call* — a clear statement of how the means of transportation will be summoned. List telephone numbers or radio channels as appropriate.
- (3) *Who makes the call* — a clear statement of who may summon the emergency means of transportation

- (4) *What to say* — a listing of the information that the caller must give to the ambulance service 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 primary means of transportation cannot arrive at the work site within 40 minutes. If this occurs, other transportation must be available that meets the transportation requirements of section 6 and can arrive within 40 minutes; 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. The First Aid Regulation's transportation requirements apply at all times while work is being performed at the work site.
- (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 they would do if they had to summon an ambulance.
- (7) *Date of plan completion* — the plan should be dated to show when it was completed and how current it is.

Section 7 Location of First Aid Providers

If under this Regulation, a nurse, E.M.T.-P. or advanced first aider is required at a work site, that person must

- (a) be based at or near the first aid room, and when elsewhere on the work site be easy to contact or notify if first aid services are required, and
- (b) only perform duties that let that person remain in a fit and clean condition to administer first aid.

Explanation — Section 7

First aiders, first aid supplies, and first aid equipment need to be readily accessible and available. This Section requires the work site's nurse, E.M.T.-P. or advanced first aider to either be based at or near the first aid room (if such a room is required by the Regulation), or be easy to contact or notify if they are away from the first aid room and their services are needed.

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 the providers to remain fit and clean so that they can administer first aid. For instance, a mechanic who works in grease 90% of the time would not always be fit and clean to administer first aid. This person could not double as an advanced first aider.

Section 8 Record of First Aid Providers

An employer must maintain a record of employees who are first aiders.

Explanation — Section 8

The employer is required to maintain a record of employees who are first aiders. This allows the employer to verify compliance with the Regulation 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 9 Duty To Report Accident, Illness

A worker must, on suffering an acute illness or injury, report it to the employer as soon as practicable.

Explanation — Section 9

Workers are required to report any work-related physical injury or sudden occurrence of illness experienced while at work. 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 10 Record of Accident, Illness

- (1) An employer must create and maintain a written record, for at least 3 years, of every acute illness or injury that occurs at the work site.
 - (2) A record under subsection (1) must include the following information:
 - (a) the name of the employee;
 - (b) the name and qualifications of the person giving first aid;
 - (c) the date and time of the acute illness or injury;
 - (d) the date and time the acute illness or injury was reported;
 - (e) a description of the acute illness or injury, where it occurred and the cause;
 - (f) the first aid provided.
-

Explanation — Section 10

Written Record

The employer is required to create and maintain an accurate written record of all work-related physical injuries or sudden occurrences of illness that workers experience while at work. Each illness or injury record must be retained for a minimum of 3 years from the date on which the illness or injury occurred. Where the record is retained in a bound log book, then the entire book must be retained for a minimum of 3 years from the date of the final entry.

The cause of the illness or injury may be unknown at the time it is being treated. 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.

Protecting Worker Privacy

The written record must, at a minimum, include the 6 categories of information listed in subsection 10(2) of this Regulation. The old

First Aid Regulation required the worker's date of birth and sex to be recorded. These two items have been eliminated in the new Regulation in the interest of protecting worker privacy.

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 Regulation. Alberta Human Resources and Employment, Workplace Health and Safety, has published a new record-keeping publication entitled "First Aid Treatment Records" (Publication No. FA001). The publication is available through the Department's Internet Web site at www.whs.gov.ab.ca

Recommended Practices

The following recommended practices are not a mandatory part of the First Aid Regulation — they are presented as information only.

In the past, bound first aid record books were often kept in first aid kits and were available to anyone having access to the kits. The books served as a record of all first aid administered and may have contained information of a personal nature. In respecting worker privacy, the new First Aid Regulation limits access to first aid records and may prevent employers from continuing to use bound record books.

Bound record books may continue to be used in situations where only first aiders have access to the books. If first aid treatment records are kept in kits to which all persons at the work site have access, then single-page forms should be used rather than books. Completed forms should be sent to an individual designated by the employer as the keeper of all completed first aid records and retained for the minimum three-year period required by the new Regulation. Completed records should not be kept in the first aid kit.

Section 11 Access to Records

(1) Access to first aid records is restricted to

- (a) individuals requiring access, use and disclosure of the information for the purpose of
 - (i) medical treatment,
 - (ii) work site inspections,
 - (iii) accident and incident investigations, or
 - (iv) evaluation of health and safety programs and statistics,and

- (b) the Workers' Compensation Board for the purposes of work site health and safety programs and statistics.
 - (2) Persons with access to the first aid records must keep confidential the information contained in the records, except when using or disclosing the information for a purpose described in subsection (1).
 - (3) On request, a worker may be given a copy of first aid records pertaining to the worker.
-

Explanation — Section 11

To maintain confidentiality of medical information, access to first aid records is limited to the worker, individuals who require access, use, and disclosure of the information contained in those records for the purposes specified in subsection 11(1)(a), and the Workers' Compensation Board — Alberta for the purposes specified in subsection 11(1)(b).

Any person with access to the records must keep the information they obtain confidential except when using or disclosing the information for the purposes listed in subsection 11(1).

Recommended Practices

The following recommended practices are not a mandatory part of the First Aid Regulation — they are presented as information only.

In the past, bound first aid record books were often kept in first aid kits and were available to anyone having access to the kits. The books served as a record of all first aid administered and may have contained information of a personal nature. In respecting worker privacy, the new First Aid Regulation limits access to first aid records and may prevent employers from continuing to use bound record books.

Bound record books may continue to be used in situations where only first aiders have access to the books. If first aid treatment records are kept in kits to which all persons at the work site have access, then single-page forms should be used rather than books. Completed forms should be sent to an individual designated by the employer as the keeper of all completed first aid records and retained for the minimum three-year period required by the new Regulation.

Completed records should not be kept in the first aid kit.

Section 12 First Aid Training

- (1) An employer must ensure that each work site has appropriately trained first aiders as required by this Regulation.
- (2) A training agency that provides the first aid training to candidates for a certificate in Emergency First Aid, Standard First Aid or Advanced First Aid must comply with the terms of agreement with the Director of Medical Services to deliver first aid training.

Explanation — Section 12

Verifying First Aid Training

The employer is responsible for ensuring that the individuals designated to provide first aid services to workers at the work site are appropriately trained. The employer can do so by requesting that the individuals provide a valid certificate of their qualifications.

The certificate is only acceptable if it is provided by a training agency approved by the Director of Medical Services on behalf of Alberta Human Resources and Employment, Workplace Health and Safety. Workplace Health and Safety maintains a list of courses approved by the Director.

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 Alberta Council of St. John Ambulance Association, the Alberta and Northwest Territories Branch of the Lifesaving Society, the Canadian Red Cross, and the Canadian Ski Patrol.

To become an approved training agency, an application must be submitted to the Director of Medical Services. Minimum course criteria are presented in the Workplace Health and Safety Medical Guideline titled “First Aid Training” (Publication No. FA004). This Medical Guideline is available by contacting one of the regional Workplace Health and Safety offices listed at the beginning of this publication or through the Department’s Internet web site at www.whs.gov.ab.ca

The Director of Medical Services can be reached by writing to:

Director of Medical Services
Alberta Human Resources and Employment
Workplace Health and Safety
902, 10808 - 99 Avenue
Edmonton, Alberta
T5K 0G5

For answers to questions about the list of approved courses, call (780) 427-2687.

Training Agency Expiry Date

Employers can continue to use training agencies approved under the old First Aid Regulation until August 31, 2000. As of September 1, 2000, employers must use those agencies approved under the new course and agency approval system.

Section 13 Corrosive Chemicals

- (1) If workers are employed at a work site where corrosive or other chemicals harmful to the eyes or skin are used in any process at that work site, facilities must be immediately available to cleanse contaminated body areas.
- (2) The facilities referred to in subsection (1) must include emergency baths, showers, eye wash equipment or similar equipment that is appropriate to the level of exposure to the hazard at that work site.

Explanation — Section 13

Matching Facilities to the Hazard

The requirements of this section of the Regulation apply to any work site where corrosive or other chemicals are handled, not just chemical plants or laboratories. The employer is required to provide facilities so that chemicals splashed into the eyes or onto the body can be immediately diluted and washed away. Quick dilution and removal helps to minimize potential damage to the eyes, skin, and body parts exposed to the chemical.

The facilities selected must be appropriate to the hazard and the extent to which workers are exposed to that hazard. For example, in a chemical processing plant where the potential exists for a worker to receive a chemical splash to the entire body, shower and

eye wash stations should be provided. At another workplace where the hazard is limited to exposure of the eyes and face, an eye wash station may be sufficient.

Maintaining Facilities

To be effective when needed, emergency baths, showers, eye wash, and other similar equipment must be inspected and maintained according to the manufacturer's instructions. This is a requirement of the General Safety Regulation, the regulation that governs occupational health and safety practices at Alberta workplaces.

Recommended Practices

The following recommended practices are not a mandatory part of the First Aid Regulation – they are presented as information only.

Emergency baths, showers, eye wash stations, and similar equipment should be

- (a) located on the same floor level and area as the work process that creates the hazard;
- (b) unobstructed at all times for quick access; and
- (c) marked with clear signage to indicate their location.

Employers and workers looking for additional information about emergency eyewash and shower equipment should refer to ANSI Standard Z358.1-1998, *American National Standard for Emergency Eyewash and Shower Equipment*. The standard establishes minimum performance and use requirements for eyewash and shower equipment for the emergency treatment of the eyes or body of a person who has been exposed to injurious materials. It covers the following types of equipment: emergency shower, eye wash equipment, eye/face wash equipment, handheld drench hoses, and combination shower and eye wash or eye/face wash equipment. The standard is intended to provide uniform minimum requirements for equipment performance, use, installation, test procedures, maintenance, and training. Copies of the standard can be purchased through the American National Standards Institute (ANSI). A reference copy of the standard is available at the Alberta Human Resources and Employment Library, 10808 – 99 Avenue, 3rd Floor, Edmonton.

Section 14 Application for Acceptance

The Director of Medical Services may issue an acceptance under section 26.1 of the Act with respect to this Regulation only if the application has been made in writing.

Explanation — Section 14

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

Section 26.1 of the *Occupational Health and Safety Act* requires that the suggested alternate first aid services, first aid supplies, or first aid equipment provide a level of protection that is *equal to or greater than* that required by the Regulation.

With the new First Aid Regulation having come into effect, acceptances granted under the old Regulation are no longer valid. The Director of Medical Services only has the power under the *Occupational Health and Safety Act* to grant acceptances for a requirement listed in the new First Aid Regulation.

Applications for an acceptance should be sent to:

Director of Medical Services
Alberta Human Resources and Employment
Workplace Health and Safety
902, 10808 – 99 Avenue
Edmonton, Alberta
T5K 0G5

Section 15 Transitional

- (1) On the coming into force of this Regulation a person who is a first aid attendant, a first aider I or a first aider II under the *First Aid Regulation, 1981 (AR 299/81)* is deemed to be an emergency first aider, a standard first aider or an advanced first aider under this Regulation until the expiry date of the person’s qualifications under the *First Aid Regulation, 1981 (AR 299/81)*.
- (2) On coming into force of this Regulation the first aid training programs of first aid training agencies granted equivalency under the First Aid Regulation, 1981 are deemed meet the requirements of this Regulation until August 31, 2000.

Explanation — Section 15

Equivalency of First Aiders

This section of the Regulation deals with the transition period resulting from the new Regulation coming into effect. Subsection

15(1) grants equivalency between first aiders qualified under the old Regulation – First Aider I and First Aider II - and those first aiders qualified under the new Regulation. This equivalency is granted for a limited period of time – until the expiry date of the qualifications achieved under the old Regulation.

Training Program Expiry Date

Training programs approved under the old Regulation are considered to comply with the new Regulation until August 31, 2000. As of September 1, 2000, employers must use only those training programs that comply with the new Regulation i.e. programs approved under the new course and agency approval system.

Recognized Training Agencies

The requirements of the new Regulation that apply to training agencies do not come into effect until August 31, 2000. This provides sufficient time to finalize the process by which training agencies are recognized by the Director of Medical Services and finalize the standards for first aid training. A list of training agencies recognized under the Regulation will be posted on the Department's Internet web site at www.whs.gov.ab.ca prior to August 31, 2000.

Section 16 Consequential

The Mines Safety Regulation (AR292/95) is amended in sections 33(c) and 39(c) by striking out “first aider 1 under the *First Aid Regulation*, 1981 (Alta. Reg. 299/81)” and substituting “standard first aider under the *First Aid Regulation* under the Act”.

Explanation — Section 16

This amendment of the Mines Safety Regulation recognizes the change in terminology brought about by the new First Aid Regulation.

Section 17 Repeal

The First Aid Regulation, 1981 (AR299/81) is repealed.

Explanation — Section 17

With the new Regulation in effect, the old Regulation must be removed from use as the law and is therefore repealed.

Section 18 Expiry

For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on February 29, 2004.

Explanation — Section 18

Inclusion of an expiry date ensures that the Regulation is reviewed within a reasonable period of time and reflects current best practices in first aid.

Section 19 Coming into Force

This Regulation comes into force on March 31, 2000.

Explanation — Section 19

Enforcement of the New Regulation

With the few exceptions already noted, most of the requirements of the Regulation came into effect on March 31, 2000. From the enforcement perspective, Workplace Health and Safety's Occupational Health and Safety Officers will not write orders or recommend prosecution for violations of the Regulation until after December 31, 2000. This should be a sufficient period of time for employers to comply with the new requirements.

SCHEDULE 1 Low Hazard Work

Low hazard work means work at the following:

- (a) administrative sites where the work performed is clerical or administrative in nature;
 - (b) dispersal sites
 - (i) where a worker is based,
 - (ii) where a worker is required to report for instruction, and
 - (iii) from which a worker is transported to a work site where the work is performed.
-

SCHEDULE 2 High Hazard Work

High hazard work means work involving the following activities:

- (a) construction or demolition, including
 - (i) industrial and commercial process facilities,
 - (ii) pipelines and related gas or oil transmission facilities,
 - (iii) commercial, residential and industrial buildings,
 - (iv) roads, highways, bridges and related installations,
 - (v) sewage gathering systems,
 - (vi) utility installations, and
 - (vii) water distribution systems;
- (b) operation and maintenance of
 - (i) food packing or processing plants,
 - (ii) beverage processing plants,
 - (iii) electrical generation and distribution systems,
 - (iv) foundries,
 - (v) industrial heavy equipment repair and service facilities,
 - (vi) sawmills and lumber processing facilities,
 - (vii) machine shops,
 - (viii) metal fabrication shops,
 - (ix) gas, oil and chemical process plants,
 - (x) steel and other base metal processing plants, and
 - (xi) industrial process facilities not elsewhere specified;
- (c) woodlands operations;
- (d) gas and oil well drilling and servicing operations;
- (e) mining and quarrying operations;
- (f) seismic operations;
- (g) detonation of explosives.

Explanation — Schedules 1 and 2

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 is a method of estimating the potential for a worker to be injured or become ill while performing their work. Schedules 1 and 2 are used to determine if the work performed is low, medium, or high hazard work. According to the Schedules, 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.

Dispersal Sites

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

Low, Medium, and High Hazard at the Same Time

It sometimes happens that low, medium, and high hazard work occur simultaneously at a work site. If there is a clear separation and control of vehicular and foot traffic from one part of the work site to another e.g. a fenced construction site within a retail complex, then the separated areas can be treated as individual work sites and the Schedules applied accordingly.

If no clear separation exists, then the more stringent Schedule applies and the first aid equipment and supplies required is based on the total number of workers per shift, regardless of the work they perform. For example, a construction site with 150 construction workers per shift and 50 administrative workers per shift must meet the requirements for 200 workers.

Industrial Process Facilities Not Elsewhere Specified

Subsection (b)(xi) of Schedule 2 refers to “industrial process facilities not elsewhere specified”. For the purposes of this Regulation, this means any process facility involving an industry in which the industry’s lost time claim rate exceeds the provincial average. A lost time claim is a compensation claim made to the Workers’ Compensation Board (WCB) for an occupational injury or disease that disables the affected worker beyond the day of injury. Lost time claim information is available by contacting the WCB.

SCHEDULE 3 First Aid Equipment and Supplies

1. A No. 1 Kit consists of the following:

- (a) 10 antiseptic cleansing towelettes, individually packaged;
- (b) 25 sterile adhesive dressings, individually packaged;
- (c) 10 10 cm x 10 cm sterile gauze pads, individually packaged;
- (d) 2 10 cm x 10cm sterile compress dressings, with ties, individually packaged;
- (e) 2 15cm x15 cm sterile compress dressings, with ties, individually packaged;
- (f) 2 conform gauze bandages — 7.5 cm;
- (g) 3 cotton triangular bandages;
- (h) 5 safety pins — assorted sizes;
- (i) 1 pair of scissors;
- (j) 1 pair of tweezers;
- (k) 1 25 mm x 4.5 m of adhesive tape;
- (l) 1 crepe tension bandage — 75 mm;
- (m) 1 artificial resuscitation barrier device with a one-way valve;
- (n) 4 pairs of disposable surgical gloves;
- (o) 1 first aid instruction manual (condensed);
- (p) 1 inventory of kit contents;
- (q) 1 waterproof waste bag.

2. A No. 2 Kit consists of the following:

- (a) 10 antiseptic cleansing towelettes, individually packaged;
- (b) 50 sterile adhesive dressings, individually packaged;
- (c) 20 10 cm x 10 cm sterile gauze pads individually packaged;
- (d) 3 10 cm x 10cm sterile compress dressings, with ties, individually packaged;
- (e) 3 15 cm x15 cm sterile compress dressings, with ties, individually packaged;
- (f) 1 20 cm x 25 cm sterile abdominal dressing;
- (g) 2 conform gauze bandages — 7.5 cm;
- (h) 4 cotton triangular bandages;
- (i) 8 safety pins — assorted sizes;
- (j) 1 pair of scissors;
- (k) 1 pair of tweezers;
- (l) 1 25 mm x 4.5 m roll of adhesive tape;
- (m) 2 crepe tension bandages — 75 mm;
- (n) 1 artificial resuscitation barrier device with a one-way valve;
- (o) 6 pairs of disposable surgical gloves;
- (p) 1 sterile, dry eye dressing;
- (q) 1 first aid instruction manual (condensed);
- (r) 1 inventory of kit contents;
- (s) 1 waterproof waste bag.

3. A No. 3 Kit consists of the following:

- (a) 24 antiseptic cleansing towelettes, individually packaged;
- (b) 100 sterile adhesive dressings, individually packaged;
- (c) 50 10 cm x 10 cm sterile gauze pads individually packaged;
- (d) 6 10 cm x 10cm sterile compress dressings, with ties, individually packaged;
- (e) 6 15 cm x15 cm sterile compress dressings, with ties, individually packaged;
- (f) 4 20 cm x 25 cm sterile abdominal dressings, individually packaged;
- (g) 6 conform gauze bandages — 7.5 cm;
- (h) 12 cotton triangular bandages;
- (i) 12 safety pins — assorted sizes;
- (j) 1 pair of scissors;
- (k) 1 pair of tweezers;
- (l) 2 25 mm x 4.5 m rolls of adhesive tape;
- (m) 4 crepe tension bandages — 75 mm;
- (n) 1 artificial resuscitation barrier device with a one-way valve;
- (o) 12 pairs of disposable surgical gloves;
- (p) 2 sterile, dry eye dressing, individually packaged;
- (q) 1 tubular finger bandage with applicator;
- (r) 1 first aid instruction manual (condensed);
- (s) 1 inventory of kit contents;
- (t) 2 waterproof waste bags.

4. A Type P Kit consists of the following:

- (a) 10 sterile adhesive dressings, assorted sizes, individually packaged;
- (b) 5 10 cm x 10 cm sterile gauze pads, individually packaged;
- (c) 1 10 cm x 10 cm sterile compress dressing, with ties;
- (d) 5 antiseptic cleansing towelettes, individually packaged;
- (e) 1 cotton triangular bandage;
- (f) 1 waterproof waste bag
- (g) 1 pair disposable surgical gloves.

Explanation — Schedule 3

Barrier Devices, Gloves

Schedule 3 lists the contents of the 4 types of kits required by the Regulation. Disposable surgical gloves and artificial resuscitation barrier devices are intended to be used to prevent accidental contact with blood or body fluids. The surgical gloves do not need to be sterile.

Upgrading Kits

There have been a number of changes made to the first aid kits required by the new Regulation. Current kits can be upgraded to the new requirements rather than purchasing a completely new kit. For instance, to upgrade an old Number 1 kit to the standards required by the new Regulation, the following items need to be purchased:

- 10 towelettes
- 13 more sterile adhesive dressings
- 5 more 10 cm x 10 cm sterile gauze pads
- 1 more 15 cm x 15 cm sterile compress dressing
- 2 conform gauze bandages —
7.5 cm
- 1 artificial resuscitation barrier device with one-way valve
- 4 pairs of disposable surgical gloves
- 1 waterproof waste bag

Similar changes were made to the requirements for first aid rooms and to Number 2 and Number 3 kits; the required contents of the Type P Kit remain unchanged. Supplies in current kits should be compared against those supplies required by the new Regulation.

Recommended Practices

The following recommended practices are not a mandatory part of the First Aid Regulation – they are presented as information only.

First Aid kits should not contain any prescription or non-prescription drugs. The inclusion of symptom-relief medication(s) is beyond the scope of the Regulation. 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

SCHEDULE 4 First Aid Room Requirements

1. If the employer is required to provide a first aid room by this Regulation, the employer must ensure that it is
 - (a) located near the work area or areas it is to serve,
 - (b) easily accessible to workers at all times,
 - (c) able to accommodate a stretcher
 - (d) close to bathroom facilities,

- (e) of adequate size,
 - (f) kept clean and sanitary,
 - (g) provided with adequate lighting, ventilation and heating,
 - (h) designated as non-smoking,
 - (i) under the supervision of a nurse or Emergency Medical Technician-Paramedic,
 - (j) clearly identified as a first aid facility and appropriately marked with how and where to access the first aider,
 - (k) used only to administer first aid or health related services, and
 - (l) equipped with:
 - (i) a communication system,
 - (ii) a permanently installed sink with hot and cold running water,
 - (iii) the supplies required by section 2 of Schedule 3,
 - (iv) a cot or bed with a moisture-protected mattress and 2 pillows,
 - (v) 6 towels and 3 blankets,
 - (vi) eye wash equipment,
 - (vii) a shower, or is close to a shower facility if it is a work site described in section 13 of the Regulation, and
 - (viii) a No. 3 kit.
2. A first aid room must contain the following supplies:
- (a) space blanket;
 - (b) hot and cold packs;
 - (c) spine board and straps;
 - (d) adjustable cervical collar or set of different sized cervical collars;
 - (e) stretcher;
 - (f) splint set;
 - (g) waterproof waste bag;
 - (h) sphygmomanometer (blood pressure cuff);
 - (i) stethoscope;
 - (j) disposable drinking cups;
 - (k) oxygen unit;
 - (l) flashlight;
 - (m) bandage scissors.
-

Explanation — Schedule 4

First Aid Room

Schedule 4 lists the characteristics of a permanent first aid room and the first aid supplies to be contained in that room. A first aid room need only be provided in cases where there are 200 or more workers per shift performing medium hazard work (see Schedule 7), or there are 100 or more workers per shift performing high hazard work (see Schedule 8).

Supervision of First Aid Room

The intent of the Regulation is that 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 Schedule 8), the first aid person in charge should be the advanced first aider. As written, subsection 1(i) of Schedule 4 incorrectly suggests that a nurse or Emergency Medical Technician-Paramedic is required. Although subsection 1(i) does not list advanced first aider, an advanced first aider can be in charge of the first aid room in the circumstances described above. The next edition of the Regulation will reflect this.

Recommended Practices

The following recommended practices are not a mandatory part of the First Aid Regulation – they are presented as information only.

Oxygen therapy equipment provided in the first aid room must meet the requirements of CSA Standard CAN/CSA Z305.3-M87 Pressure Regulators, Gauges, and Flow-Metering Devices. “No smoking” signs should be placed on oxygen delivery equipment and be visible.

Oxygen cylinders must be hydrostatically tested every 5 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.

SCHEDULE 5 First Aid Room Requirements for a Temporary or Mobile Facility

1. If a first aid room is a temporary or mobile facility, the requirements are the same as in Schedule 4, except that
 - (a) the room may be used for other services if maintained appropriately to provide first aid, and
 - (b) where it is not possible or practicable to provide a supply of hot and cold potable water, a supply of cold potable water is acceptable.

Explanation — Schedule 5

For the purposes of this Regulation, a temporary facility is one that

- (a) has been designed or engineered to be moved;
- (b) is housed in a temporary building i.e. no foundation or permanent pad; or
- (c) has been set up for a finite, limited period of time for a specific purpose e.g. to provide services during a construction project.

SCHEDULE 6 First Aid Requirements for a Low Hazard Site

Number of Workers at Work Site per Shift	Close Work Site (up to 20 minutes)	Distant Work Site (20 - 40 minutes)	Isolated Work Site (more than 40 minutes)
1	Type P Kit	Type P Kit	Type P Kit
2 – 10	No. 1 Kit	No. 2 Kit 1 Emergency First Aider	No. 2 Kit 1 Standard First Aider
11 – 49	No. 1 Kit 1 Emergency First Aider	No. 2 Kit 1 Emergency First Aider	No. 2 Kit 1 Standard First Aider
50 – 99	No. 2 Kit 1 Emergency First Aider 1 Standard First Aider	No. 2 Kit 1 Emergency First Aider 1 Standard First Aider	No. 2 Kit 2 Standard First Aiders
100 –199	No. 3 Kit 1 Emergency First Aider 2 Standard First Aiders Designated area for first aid services	No. 3 Kit 1 Emergency First Aider 2 Standard First Aiders 3 Blankets, stretcher, splints Designated area for first aid services	No. 3 Kit 3 Standard First Aiders 3 Blankets, stretcher, splints Designated area for first aid services
200 or More	No. 3 Kit 1 Emergency First Aider 2 Standard First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers Designated area for first aid services	No. 3 Kit 1 Emergency First Aider 2 Standard First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers 3 Blankets, stretcher, splints Designated area for first aid services	No. 3 Kit 3 Standard First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers 3 Blankets, stretcher, splints Designated area for first aid services

Note: Number of first aiders is for a shift at all times.

SCHEDULE 7 First Aid Requirements for a Medium Hazard Site

Number of Workers at Work Site per Shift	Close Work Site (Up to 20 minutes)	Distant Work Site (20 – 40 minutes)	Isolated Work Site (more than 40 minutes)
1	Type P Kit	Type P Kit	Type P Kit
2 – 9	No. 1 Kit 1 Emergency First Aider	No. 2 Kit 1 Standard First Aider 3 Blankets	No. 2 Kit 1 Standard First Aider 3 Blankets
10 – 19	No. 2 Kit 1 Emergency First Aider 1 Standard First Aider	No. 2 Kit 1 Emergency First Aider 1 Standard First Aider 3 Blankets	No. 2 Kit 2 Standard First Aiders 3 Blankets
20 – 49	No. 2 Kit 1 Emergency First Aider 1 Standard First Aider	No. 2 Kit 1 Emergency First Aider 1 Standard First Aider 3 Blankets	No. 2 Kit 2 Standard First Aiders 3 Blankets
50 – 99	No. 3 Kit 2 Emergency First Aiders 1 Standard First Aider	No. 3 Kit 2 Emergency First Aiders 1 Standard First Aider 3 Blankets	No. 3 Kit 3 Standard First Aiders 3 Blankets
100 – 199	No. 3 Kit 2 Emergency First Aiders 2 Standard First Aiders Designated area for first aid services	No. 3 Kit 2 Emergency First Aiders 2 Standard First Aiders 3 Blankets, stretcher, splints Designated area for first aid services.	No. 3 Kit 3 Standard First Aiders 1 Advanced First Aider 3 Blankets, stretcher, splints Designated area for first aid services.

SCHEDULE 7 (Continued)

Number of Workers at Work Site per Shift	Close Work Site (Up to 20 minutes)	Distant Work Site (20 – 40 minutes)	Isolated Work Site (more than 40 minutes)
200 or more	First Aid Room 2 Emergency First Aiders 2 Standard First Aiders plus 1 Standard First Aider per every additional increment of 1 to 100 workers 1 Nurse or 1 E.M.T.-P.	First Aid Room 2 Emergency First Aiders 2 Standard First Aiders plus 1 Standard First Aider per every additional increment of 1 to 100 workers. 1 Nurse or 1 E.M.T.-P.	First Aid Room 4 Standard First Aiders plus 1 Standard First Aider per every additional increment of 1 to 100 workers. 1 Nurse or 1 E.M.T.-P.

Note: Number of first aiders is for a shift at all times.

SCHEDULE 8 First Aid Requirements for a High Hazard Site

Number of Workers at Work Site per Shift	Close Work Site (up to 20 minutes)	Distant Work Site (20 – 40 minutes)	Isolated Work Site (more than 40 minutes)
1	Type P Kit	Type P Kit	Type P Kit
2 – 9	No. 2 Kit 1 Emergency First Aider 1 Standard First Aider	No. 2 Kit 2 Standard First Aiders 3 Blankets	No. 2 Kit 2 Standard First Aiders 3 Blankets
10 – 19	No. 2 Kit 1 Emergency First Aider 1 Standard First Aider 3 Blankets	No. 2 Kit 2 Standard First Aiders 3 Blankets, stretcher, splints	No. 2 Kit 2 Standard First Aiders 3 Blankets, stretcher, splints
20 – 49	No. 2 Kit 2 Emergency First Aiders 1 Standard First Aider 3 Blankets	No. 3 Kit 3 Standard First Aiders 3 Blankets, stretcher, splints	No. 3 Kit 3 Standard First Aiders 3 Blankets, stretcher, splints
50 – 99	No. 2 Kit 2 Emergency First Aiders 2 Standard First Aiders 3 Blankets	No. 3 Kit 2 Emergency First Aiders 3 Standard First Aiders 3 Blankets, stretcher, splints	No. 3 Kit 4 Standard First Aiders 1 Advanced First Aider 3 Blankets, stretcher, splints
100 – 199	First Aid Room 2 Emergency First Aiders 2 Standard First Aiders 1 Advanced First Aider	First Aid Room 4 Standard First Aiders 1 Advanced First Aider	First Aid Room 4 Standard First Aiders 1 Advanced First Aider

SCHEDULE 8 (Continued)

Number of Workers at Work Site Per Shift	Close Work Site (up to 20 minutes)	Distant Work Site (20-40 minutes)	Isolated Work Site (more than 40 minutes)
200 or more	First Aid Room 2 Emergency First Aiders 2 Standard First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers 1 Nurse or 1 E.M.T.-P.	First Aid Room 4 Emergency First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers. 1 Nurse or 1 E.M.T.-P.	First Aid Room 4 Standard First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers 1 Advanced First Aider 1 Nurse or 1 E.M.T.-P.

Note: Number of first aiders is for a shift at all times.

Explanation — Schedules 6, 7, and 8

Blankets

Where reference is made to “3 blankets” in these Schedules, 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.

Designated Area for First Aid Services

Where reference is made to “Designated area for first aid services”, this means someplace clean and accessible where first aid supplies are kept and where first aid services can be administered. This designated area could simply be the corner of a room.

First Aid Qualification Levels

The Schedules state the *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. The following table summarizes this relationship:

Table 2 Comparison of qualification levels

Most Qualified	Nurse or Emergency Medical Technician-Paramedic
	Advanced First Aid Level #1 or Emergency Medical Technician-Ambulance or Emergency Medical Technician or Emergency Medical Responder
	Standard First Aider
Least Qualified	Emergency First Aider

One Worker Per Shift

As part of the first aid services provided, an adequate number of appropriately qualified first aid personnel as listed in Schedules 6, 7, and 8 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 Regulation does not require that a worker be trained in first aid if they are the only worker per shift.

Numbers of First Aid Personnel Required — Examples

First aid personnel must be available and accessible during all working hours as required by Section 5(a)(ii). 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 Schedule 6, the employer would require 1 emergency first aider, 2 standard first aiders, PLUS 1 standard first aider for every additional increment of 1 to 100 workers above 200 workers. In the case of 201 workers, the employer would therefore be required to provide 1 emergency first aider and 3 standard first aiders.

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

Referring to Schedule 7, the employer would require 2 emergency first aiders, 2 standard first aiders, plus 1 standard first aider for every additional increment of 1 to 100 workers above 200 workers, and either 1 nurse or 1 E.M.T.-P. In the case of 201 workers, the employer would therefore be required to provide 2 emergency first aiders, 3 standard first aiders, and either 1 nurse or 1 E.M.T.-P.

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

Referring to Schedule 8, the employer would require 4 standard first aiders plus 1 standard first aider for every additional increment of 1 to 100 workers above 200 workers, 1 advanced first aider, and either 1 nurse or 1 E.M.T.-P. In the case of 201 workers, the employer would therefore be required to provide 5 standard first aiders, 1 advanced first aider, and either 1 nurse or 1 E.M.T.-P.

Index

- A**
- acceptance26, 27
 - Act 2, 4, 5, 7, 12, 26, 27, 28
 - acute illness or injury4, 20, 21, 43
 - administrative sites 2, 30
 - Advanced First Aid Level #1..... 4, 5, 43
 - advanced first aider 4, 5, 19, 20, 27, 36, 44
 - ANSI Standard Z358.1-1998.....26
 - artificial resuscitation barrier device..... 32, 33, 34
- B**
- blood or body fluids 2, 33
- C**
- Canadian Red Cross 7, 24
 - Canadian Ski Patrol.....7, 24
 - chemicals25
 - close work site4, 6, 43
 - communication 14, 15, 35
 - communication system 14, 35
 - confidentiality of medical information.....23
- D**
- Director of Medical Services 1, 5, 7, 24, 25, 26, 27, 28
 - dispersal sites 2, 30
 - distant work site4, 6, 44
- E**
- E.M.T.-P..... 4, 13, 19, 20, 44
 - emergency baths.....25, 26
 - emergency first aider4, 27, 43
 - Emergency First Aider.....2, 38, 39, 41, 42, 43
 - Emergency Medical Responder.....4, 6, 43
 - Emergency Medical Technician 2, 4, 6, 35, 36, 42, 43
 - Emergency Medical Technician-Ambulance 6, 43
 - Emergency Medical Technician-Paramedic 4, 6, 43
 - enforcement of the new regulation.....29
 - equivalency of first aiders27
 - Exempted workers9
 - eye wash 25, 26, 35
- F**
- first aid attendant.....27
 - first aid kit.....2
 - No. 1 Kit..... 32, 38, 39
 - No. 2 Kit.....32, 38, 39, 41
 - No. 3 Kit.....33, 38, 39, 41
 - Type P Kit.....33, 38, 39, 41
 - upgrading kits34
 - first aid personnel required43
 - first aid records2, 22, 23
 - first aid requirements for a high hazard site41
 - first aid requirements for a low hazard site38
 - first aid requirements for a medium hazard site39
 - first aid room 7, 8, 11, 12, 13, 14, 19, 20, 34, 35, 36
 - first aid room is a temporary or mobile facility...36
 - first aider2, 4, 5, 15, 21, 27, 28, 35, 36, 43, 44
 - first aider designations2
 - first aider II27
- H**
- health care facility..... 1, 4, 5, 6, 7, 8, 15
 - high hazard work 5, 8, 13, 14, 31, 35, 36
- I**
- illness and injury records22
 - illness or injury record.....21
 - informing workers14
 - isolated work site5, 6, 44
- J**
- Joint First Aid Training Standards Board1, 5, 7, 24
- L**
- Lifesaving Society..... 7, 24
 - low hazard work 5, 13
 - low, medium, and high hazard at the same time31
- M**
- medium hazard work5, 8, 13, 14, 31, 35
 - Mines Safety Regulation28
- N**
- normal travel4, 5, 6, 8, 15
 - normal travel conditions 4, 5, 6, 8, 15
 - number of workers8, 12, 13, 31
 - nurse5, 13, 19, 20, 21, 35, 36, 42, 44
- O**
- Occupational Health and Safety Act.....4, 5
 - oxygen therapy equipment.....36
- P**
- prescription or non-prescription drugs34
 - prime contractor2, 11, 12, 13
 - protection of worker privacy.....2
 - purpose of the Regulation 1
- R**
- record of employees who are first aiders20
- S**
- school is considered to be a work site12
 - showers25, 26
 - St. John Ambulance Association 1, 7, 24
 - standard first aider4, 5, 27, 28, 43, 44
 - Standard First Aider.....2, 38, 39, 40, 41, 42, 43
 - students 9, 10
 - surgical gloves 32, 33, 34
- T**
- training agency.....4, 5, 7, 24
 - training for first aiders 1
 - Type P Kit.....34

V

verifying first aid training24
volunteers8, 9, 10

W

Workers' Compensation Board2, 23, 31
working hours 12, 13, 14, 31, 43
written record21