
Worksheet

Determining First Aid Requirements for P.E.I. Workplaces under Section 9 of the OHS General Regulations

This document is designed to help employers determine adequate first aid supplies and services as required by Section 9 of the Occupational Health and Safety General Regulations (“Regulations”), effective January 31, 2013. This document is a guide only and does not replace Section 9 of the Regulations.

You do not need to submit this form to the Workers Compensation Board; it is to help you determine your first aid requirements. You should complete a separate worksheet for each separate workplace.

Completing the Tables for First Aid Kits and First Aid Training

Tables 1 through 4 on pages 2-3 reflect the minimum requirements for first aid provisions for P.E.I. workplaces. However, employers may need to put extra provisions in place in order to prevent further injury/illness to workers based on circumstances of the individual workplace. For example, the minimum requirement is one kit per workplace; however, in the case of workplaces with multi-floor buildings or outbuildings, the employer should consider how many first aid kits would be required to give adequate protection to all workers.

Section 9.3(2) of the OHS General Regulations states, *“The requirements set out in this Part are minimum requirements and every employer shall assess the risks that workers are likely to encounter at the workplace and shall ensure that there are adequate first aid supplies, services and first aid rooms in place at the workplace for the provision of first aid having regard to those risks.”*

Completing the Questions for Additional Circumstances as required

Questions 1 through 9 on pages 4-6 will need to be completed where employers have lone workers or workers who are in exceptional circumstances where minimum standards may not be sufficient to protect those workers.

First Aid Kits

This section will help employers determine which first aid kit will be required for each workplace. Table 1 outlines the first aid kit requirements for each workplace, and Table 2 outlines the requirements for employers who use vehicles and boats as workplaces and/or for transporting workers. *For greater clarification, the Occupational Health and Safety Act of PEI defines a workplace at section 1(y) as “a place where a worker is or is likely to be engaged in an occupation and includes a vehicle, fishing vessel or mobile equipment used or likely to be used by a worker in an occupation.”

Table 1

| ALL WORKPLACES | | | |
|---|------------------------|--|---|
| No. of workers per workplace per shift | Kit(s) Required | Kit Contents – see OHS Regulations (s. 9) | Any additional circumstances (based on Questions 1-9)? |
| 1 | Kit #1 | Schedule A | |
| 2-19 | Kit #2 | Schedule B | |
| 20 + (low hazard workplace) Or 20-99 (workplace other than low hazard) | Kit #3 | Schedule C | |
| 100 + (workplace other than low hazard) | First Aid Room | Schedule D | |

Table 2

| VEHICLES & BOATS | | | |
|---|--|--|---|
| Use of Vehicle, Boat | Kit(s) Required | Kit Contents– see OHS Regulations (s.9) | Any additional circumstances (based on Questions 1-9)? |
| Vehicle, Boat used as “workplace” (see definition above) | See Table 1 above for required kit based on # of workers | See Table 1 above | |
| Vehicle, Boat used solely to transport more than one worker to and from a workplace | Kit #1 if seating capacity is 6 or less Kit #2 if seating capacity is 7 or more | Schedule A Schedule B | |

First Aid Training

This section will help employers determine first aid training requirements for each workplace. Table 3 applies to workplaces where only low hazard work is conducted. Table 4 applies where work other than low hazard work is conducted. For clarification on hazard level, please see the document Defining Low Hazard Work under the OHS First Aid Regulations on our website at www.wcb.pe.ca.

Table 3

| LOW HAZARD WORK | | | |
|--|---|---------------------------------------|--|
| # workers at this workplace per shift | Level of First Aid Training Required | # Providers Required Per Shift | Any additional circumstances (based on responses to questions 1 - 9)? |
| 1 worker* | Emergency | Will you train this worker? * _____ | |
| More than 1 worker | Emergency | How many will you train? ** _____ | |

Table 4

| WORK OTHER THAN LOW HAZARD WORK | | | |
|--|---|---------------------------------------|---|
| # workers at this workplace per shift | Level of First Aid Training Required | # Providers Required per Shift | Any additional circumstances (based on responses to questions 1 -9)? |
| 1 worker* | Emergency | Will you train this worker? * _____ | |
| 2-19 workers | Emergency | How many will you train? ** _____ | |
| 20-100 workers | Standard | How many will you train? ** _____ | |
| More than 100 (first aid room required) | Advanced | How many will you train? ** _____ | |

*If there is only 1 worker at this workplace, he/she needs to be trained in emergency first aid if it is reasonable to do so as determined by the employer or required by an officer (see section 9.7 of the Regulations). Determining whether it is reasonable will be based on the risks facing this worker, and questions 1 through 9 will help you determine those risks.

**You will need to have enough workers trained so that there is at least one first aid provider available at all times while the work is being conducted (consider typical staff absences; vacations, sick leave).

Questions for Additional Circumstances as required

Your answers to questions 1-9 will help you determine your minimum requirements as well as the risks posed to some or all workers that may require additional services based on your unique needs.

The answers may change your responses in Tables 1-4 with respect to the number or level of first aid training and kits.

1. Describe the workplace being assessed (ie., location, # workers, nature of the work conducted, etc.)

2. Does this workplace involve “low hazard work” or “work other than low hazard work”? Explain. (See document Defining Low Hazard Work under the OHS First Aid Regulations online at www.wcb.pe.ca or in print by contacting Occupational Health and Safety at 902-368-5697.)

3. What injuries or illnesses have previously occurred at this workplace or at workplaces similar to this one and at what frequency?

4. Are there other factors specific to this workplace that might increase risks to workers and therefore need to be considered? Explain.

Questions 5-9 address circumstances surrounding singular and lone workers.

The OHS General Regulations state:

9.7(1) Where a worker is working alone at a workplace as required by the employer, the employer shall, if it is reasonable to do so or if required to do so by an officer, ensure that the worker holds a valid Emergency First Aid Certificate.

9.7(4) In this section, a worker is “working alone” at a workplace if the worker is the only worker of the employer at that workplace and the worker is working in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

5. Do I have workers who may be “working alone”? (See definition above)

6. What types of hazards/risks are these workers facing on the job that may increase the risk for injury, (eg. Working at heights, with electricity or tools)?

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7. Does each lone worker have regular interaction with other people (workers, clients or members of the public) who would be available to assist the worker if he/she was injured or ill? Explain.

8. Is it reasonable to assume those people would assist the worker if needed (including treating the worker and/or calling emergency services)? Explain.

9. Does that lone worker have any particular disability or health problems that may increase his/her need for medical emergencies? Explain.

If you have lone workers, especially those facing higher risks who may not always have regular contact with other people that could assist the worker during his/her shift, it would be reasonable for that lone worker to have first aid training. First aid training may help reduce the severity of injuries or illnesses the worker may experience while working alone, as the worker may be able to treat him/herself or recognize symptoms of illness more quickly than if the worker has no training.

For additional information on the employer's requirements for lone workers, please refer to WCB's [Guide to Working Alone Regulations](http://www.wcb.pe.ca) online at www.wcb.pe.ca.

If you need help completing this form or have general questions regarding your workplace first aid requirements, please contact the Occupational Health and Safety Division at 902-368-5697 or toll free 1-800-237-5049 or by visiting our website at www.wcb.pe.ca or in person at Workers Compensation Board, 14 Weymouth Street, Charlottetown, Prince Edward Island.