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**PART II**  
**REGULATIONS**

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**EC2012-49**

**OCCUPATIONAL HEALTH AND SAFETY ACT**  
**GENERAL REGULATIONS**

(Approved by His Honour the Lieutenant Governor in Council dated January 31, 2012.)

Pursuant to section 46 of the *Occupational Health and Safety Act* R.S.P.E.I. 1988, Cap. O-1.01, Council approved the following regulations made by the Board:

**1. Sections 9.1 to 9.13 of the *Occupational Health and Safety Act* General Regulations (EC180/87) are revoked and the following substituted:**

**9.1** (1) In this Part,

- |   | Definitions                     |
|---|---------------------------------|
| (a) “Advanced First Aid Certificate” means a certificate issued by an approved organization or person for the successful completion of a first aid course consisting of at least 35 hours of instruction;   | Advanced First Aid Certificate  |
| (b) “approved organization or person” means an organization or person approved to provide first aid courses under subsection (2);   | approved organization or person |
| (c) “Emergency First Aid Certificate” means a certificate issued by an approved organization or person for the successful completion of a first aid course consisting of at least 6.5 hours of instruction; | Emergency First Aid Certificate |
| (d) “first aid certificate” means an Advanced First Aid Certificate, an Emergency First Aid Certificate and a Standard First Aid Certificate;   | first aid certificate           |
| (e) “first aid kit” means a container containing the supplies required by this Part;  | first aid kit                   |
| (f) “first aid provider” means a worker who is designated as a first aid provider by an employer under subsection 9.5(1);   | first aid provider              |
| (g) “first aid room” means a room at a workplace that is used exclusively for the purpose of administering first aid;   | first aid room                  |
| (h) “hospital” means a hospital as defined in the <i>Hospitals Act</i> R.S.P.E.I. 1988, Cap. H-10.1;  | hospital                        |
| (i) “low hazard work” means work of an administrative, professional or clerical nature that does not require substantial physical exertion  | low hazard work                 |

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	or exposure to work processes, substances or other conditions that are potentially hazardous;
nursing home	(j) “nursing home” means a nursing home as defined in the <i>Community Care Facilities and Nursing Homes Act</i> R.S.P.E.I. 1988, Cap. C-13;
Standard First Aid Certificate	(k) “Standard First Aid Certificate” means a certificate issued by an approved organization or person for the successful completion of a first aid course consisting of at least 13 hours of instruction.
Approved organization or person	(2) For the purposes of this Part, an organization or person is approved to provide first aid courses if the organization or person is <ul style="list-style-type: none"> <li>(a) St. John Ambulance;</li> <li>(b) the Canadian Red Cross Society; or</li> <li>(c) an organization or person approved to provide first aid courses             <ul style="list-style-type: none"> <li>(i) by another jurisdiction in Canada, or</li> <li>(ii) under the <i>Canada Labour Code</i> R.S., 1985, c. L-2.</li> </ul> </li> </ul>
Application	<b>9.2</b> This Part does not apply to hospitals or nursing homes.
Employer responsibilities	<b>9.3</b> (1) Subject to subsection (2), every employer shall, at the employer’s own expense, provide and maintain at each of the employer’s workplaces the first aid supplies and services that are required to be so provided and maintained by this Part.
Minimum requirements	(2) 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.
Worker responsibilities	<b>9.4</b> A worker at a workplace shall use the first aid supplies and services provided at the workplace as needed by the worker and without undue delay.
First aid providers	<b>9.5</b> (1) An employer shall <ul style="list-style-type: none"> <li>(a) designate one or more workers to act as first aid providers at each workplace of the employer; and</li> <li>(b) maintain a record of the name of each worker who is designated as a first aid provider.</li> </ul>
Posting of information	(2) An employer shall post, at a conspicuous place at each workplace of the employer, a sign that states the name and phone number of first aid providers at the workplace.
<i>Idem</i>	(3) Where the posting of a sign at a workplace of an employer is not practicable, the employer shall ensure that each worker at the workplace is informed of the identity and phone number of the first aid providers at the workplace.
First aid training	

**9.6** An employer shall ensure, before making a designation under subsection 9.5(1), that each worker who the employer designates to act as a first aid provider at a workplace holds a valid first aid certificate of the type or level required by this Part.

**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. First aid certificates

(2) Where the only work conducted at a workplace is low hazard work, the employer shall ensure that at least one first aid provider who holds a valid Emergency First Aid Certificate is available at the workplace while the work is conducted. Low hazard work

(3) Where Work other than low hazard work

(a) the only work conducted at a workplace of an employer is work other than low hazard work; or

(b) both low hazard work and work other than low hazard work are conducted at a workplace of an employer,

the employer shall ensure,

(c) if there are more than one and less than 20 workers regularly employed on any one shift at the workplace, that at least one first aid provider is available on that shift who holds a valid Emergency First Aid Certificate;

(d) if there are 20 or more and less than 100 workers regularly employed on any one shift at the workplace, that at least one first aid provider is available on that shift who holds a valid Standard First Aid Certificate; and

(e) if there are 100 or more workers regularly employed on any one shift at the workplace, that at least one first aid provider is available on that shift who holds a valid Advanced First Aid Certificate.

(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. “working alone”, defined

**9.8** An employer shall ensure that any vehicle or boat used by or under the control of the employer for transporting workers to and from a workplace is equipped with Vehicles and boats

- (a) a first aid kit #1 containing supplies as specified in Schedule A if the seating capacity of the vehicle or boat is 6 workers or less; and
- (b) a first aid kit #2 containing supplies as specified in Schedule B if the seating capacity of the vehicle or boat is 7 workers or more.

**9.9** A worker who sustains an injury at a workplace shall report the injury to the employer or supervisor of the worker as soon as practicable after the injury. Report of injury

Record of treatment

**9.10** (1) Where a first aid provider administers first aid to a worker who has sustained an injury at a workplace, the first aid provider shall, as soon as practicable afterwards,

- (a) prepare a written record that sets out
  - (i) the name of the injured worker,
  - (ii) the date and time of the injury,
  - (iii) a description of the injury,
  - (iv) the first aid treatment administered,
  - (v) a description of the incident causing the injury,
  - (vi) the date and time when first aid was administered,
  - (vii) the name of the first aid provider, and
  - (viii) the name of the person to whom the worker reported the injury under section 9.9;
- (b) provide the written record to the employer of the injured worker.

Retention of written record (2) Where an employer is provided with a written record under subsection (1), the employer shall retain the record for a period of three years after the date of the injury referred to in the record.

First aid kit # 1 **9.11** (1) Where there is only one worker regularly employed at a workplace, the employer of the worker shall ensure that a first aid kit #1 containing the supplies specified in Schedule A is kept at the workplace and is accessible by the worker at all times during working hours.

First aid kit # 2 (2) Where there is more than one and less than 20 workers regularly employed on any one shift at a workplace, the employer of the workers shall ensure that a first aid kit #2 containing the supplies specified in Schedule B is kept at the workplace and is accessible by the workers at all times during their shift.

First aid kit # 3 (3) Subject to subsection (4), where there are 20 or more workers regularly employed on any one shift at a workplace, the employer of the workers shall ensure that a first aid kit #3 containing the supplies specified in Schedule C is kept at the workplace and is accessible by the workers at all times during their shift.

First aid room, exception (4) Where an employer is required to provide a first aid room at a workplace under section 9.14, the employer is not required to comply with subsection (3).

First aid supplies, requirements **9.12** An employer shall ensure that all supplies required to be kept by the employer at the workplace under this Part are
 

- (a) kept clean and dry; and
- (b) checked regularly for expiry and replaced on or before their expiry.

Posting of information **9.13** (1) An employer shall post, at a conspicuous place at the workplace, a sign that indicates the location of first aid kits kept at the workplace.

*Idem*

(2) Where the posting of a sign at a workplace is not practicable, the employer shall ensure that each worker at the workplace is informed of the location of first aid kits kept there.

**9.14** (1) Where

First aid room

- (a) either
  - (i) the only work conducted at a workplace is work other than low hazard work, or
  - (ii) both low hazard work and work other than low hazard work are conducted at a workplace; and
- (b) there are 100 or more workers regularly employed on any one shift at the workplace,

the employer shall provide a first aid room at the workplace.

(2) An employer who is required under subsection (1) to provide a first aid room at a workplace shall ensure that the first aid room *idem*

- (a) has adequate lighting, ventilation and heating;
- (b) is kept clean and in a sanitary condition;
- (c) is of adequate size to accommodate a stretcher;
- (d) has posted emergency telephone numbers;
- (e) is used only for the purpose of administering first aid;
- (f) is equipped with
  - (i) a telephone or other means of communication between the first aid room and workplace areas served by the first aid room,
  - (ii) instructions on how and where to access a first aid provider,
  - (iii) a permanently installed sink with hot and cold running water,
  - (iv) a bed or cot with a moisture-protected mattress and two pillows,
  - (v) blankets,
  - (vi) a treatment chair with arm rests,
  - (vii) a cabinet suitable for storing supplies required by this section;
- (g) contains the supplies described in Schedule D; and
- (h) is accessible by the workers at all times during their shift.

**2. The regulations are amended by the addition of Schedules A, B, C and D as set out in the Schedule to these regulations.**

**3. These regulations come into force on January 31, 2013.**

**SCHEDULE****SCHEDULE A****Contents of a First Aid Kit #1**

- (a) 1 first aid instruction manual;
- (b) 6 safety pins;
- (c) 1 pair of splinter tweezers;
- (d) 1 pair of 10 centimetre scissors;
- (e) 2 pairs of disposable surgical gloves;
- (f) the following individually wrapped dressings:
  - (i) 2 sterile bandage compresses, 10 centimetres x 10 centimetres,
  - (ii) 12 sterile adhesive dressings 2.5 centimetres in width,
  - (iii) 12 sterile pads, 7.5 centimetres x 7.5 centimetres,
  - (iv) 3 triangular bandages, and
  - (v) 1 roller bandage, 5 centimetres in width;
- (g) 1 roll of adhesive tape, 2.5 centimetres x 2.5 metres;
- (h) disinfectant in the form of
  - (i) a container of antiseptic disinfectant, or
  - (ii) 12 antiseptic towelettes individually wrapped;
- (i) 6 hand cleaners; and
- (j) 1 airway barrier device for rescue breathing.

**SCHEDULE B****Contents of a First Aid Kit #2**

- (a) 1 first aid instruction manual;
- (b) 12 safety pins;
- (c) 1 pair of splinter tweezers;
- (d) 1 pair of 10 centimetre scissors;
- (e) 2 pairs of disposable surgical gloves;
- (f) the following individually wrapped dressings:
  - (i) 2 sterile bandage compresses, 10 centimetres x 10 centimetres,
  - (ii) 14 sterile adhesive dressings 2.5 centimetres in width,
  - (iii) 16 sterile pads, 7.5 centimetres x 7.5 centimetres,
  - (iv) 6 triangular bandages, and
  - (v) 2 roller bandages, 5 centimetres in width;
- (g) 1 roll of adhesive tape, 2.5 centimetres x 2.5 metres;
- (h) disinfectant in the form of
  - (i) a container of antiseptic disinfectant, or
  - (ii) 12 antiseptic towelettes individually wrapped;
- (i) 24 hand cleaners; and
- (j) 1 airway barrier device for rescue breathing.

**SCHEDULE C**  
**Contents of a First Aid Kit #3**

- (a) 1 first aid instruction manual;
- (b) 12 safety pins;
- (c) 1 pair of splinter tweezers;
- (d) 1 pair of 10 centimetre scissors;
- (e) 4 pairs of disposable surgical gloves;
- (f) the following individually wrapped dressings:
  - (i) 6 sterile bandage compresses, 10 centimetres x 10 centimetres,
  - (ii) 32 sterile adhesive dressings 2.5 centimetres in width,
  - (iii) 32 sterile pads, 7.5 centimetres x 7.5 centimetres,
  - (iv) 6 triangular bandages, and
  - (v) 3 roller bandages, 5 centimetres in width;
- (g) 2 rolls of adhesive tape, 2.5 centimetres x 2.5 metres;
- (h) disinfectant in the form of
  - (i) a container of antiseptic disinfectant, or
  - (ii) 12 antiseptic towelettes individually wrapped;
- (i) 24 hand cleaners; and
- (j) 1 airway barrier device for rescue breathing.

**Schedule D**  
**First Aid Room**

- (a) 1 first aid instruction manual;
- (b) 12 safety pins;
- (c) 1 pair of splinter tweezers;
- (d) 1 pair of 15 centimetre scissors;
- (e) 20 pairs of disposable surgical gloves;
- (f) the following individually wrapped dressings:
  - (i) 6 sterile bandage compresses, 10 centimetres x 10 centimetres,
  - (ii) 48 sterile adhesive dressings 2.5 centimetres in width,
  - (iii) 32 sterile pads, 7.5 centimetres x 7.5 centimetres,
  - (iv) 6 triangular bandages,
  - (v) 3 roller bandages, 5 centimetres in width,
  - (vi) 1 roll of tubular finger bandages with applicator,
  - (vii) 10 finger tip dressings,
  - (viii) 10 knuckle pad dressings, and
  - (ix) 4 sterile abdominal bandages, 20 centimetres x 30 centimetres;
- (g) 2 rolls of adhesive tape, 2.5 centimetres x 2.5 metres;
- (h) disinfectant in the form of
  - (i) a container of antiseptic disinfectant, or
  - (ii) 12 antiseptic towelettes individually wrapped;
- (i) 36 hand cleaners;
- (j) 1 airway barrier device for rescue breathing;
- (k) 1 wash basin made from stainless steel or polypropylene;

- (l) 1 nail brush;
- (m) 1 package of paper towels;
- (n) hand soap;
- (o) 1 package of disposable paper cups;
- (p) 1 cold sterilizer with a supply of non-rusting germicidal solution or a means of sterilization that provides an equivalent level of protection;
- (q) 1 kidney basin made of stainless steel or polypropylene;
- (r) 1 set of assorted x-ray permeable splints;
- (s) 1 flashlight; and
- (t) 1 portable First Aid Kit # 2.

#### EXPLANATORY NOTES

**SECTION 1** provides definitions for words used in the regulations. The section also sets out the requirements on an employer to provide and maintain first aid supplies and services at each of the employer's workplaces including first aid kits, first aid providers and first aid rooms. In addition, the section sets out the means by which an organization or person is recognized to provide first aid training. And, the section requires a worker at a workplace to report an injury and to use the first aid supplies and services provided by the employer. The section also requires first aid providers to keep a written record of details surrounding the provision of first aid treatment and employers to retain the record for a specified period of time. Finally, the section sets out that the regulations do not apply to hospitals or nursing homes.

**SECTION 2** adds Schedules A, B, C and D to the regulations which set out the supplies to be contained in the various first aid kits and in the first aid room.

**SECTION 3** provides for the commencement of these regulations.

Certified a true copy,

Rory Beck

Clerk of the Executive Council

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