Safety Matters @Work
Workers Compensation Board of PEI



Workplace First Aid Regulations Guide

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CHAPTER 1: ABOUT THIS PUBLICATION

1.0 Introduction

This guide sets out the first aid requirements for provincially regulated workplaces in Prince Edward Island that fall under the *Occupational Health and Safety Act* (OHS Act) and its General Regulations. Part 9 of the General Regulations establishes the framework that employers and workers must meet to effectively provide workplace first aid.

The primary reason for workplace first aid is to ensure the immediate safety and well-being of workers should an incident occur. In the event of an injury or medical emergency, immediate first aid can prevent the situation from escalating. Quick and appropriate first aid can minimize the severity of injuries, reduce recovery time, and potentially save lives. For example, applying the right first aid measures to a wound can help prevent infection, and stabilizing someone with a fracture can minimize further damage.

In addition, knowing that their workplace cares about their well-being can boost worker morale and create a positive work environment. This, in turn, can contribute to higher productivity and job satisfaction.

Having a well-thought-out first aid program is an integral part of emergency preparedness. This includes workers being trained to respond effectively to a variety of medical situations.

In summary, having first aid in the workplace is not just a legal requirement; it is a crucial aspect of creating a safe and supportive environment for workers. It helps in the immediate response to injuries, promotes worker well-being, and contributes to overall organizational health and productivity.



For additional support, please contact:

Workers Compensation Board (WCB)
Occupational Health and Safety (OHS) Division

ohs@wcb.pe.ca

902-368-5680 or **1-800-237-5049** toll-free in Atlantic Canada

24-Hour OHS Emergency Line 902-628-7513

For additional resources, visit our website at wcb.pe.ca and download our **Guide to OHS Legislation App** available for iOS and Android.

1.1 What is the *Occupational Health and Safety Act* (OHS Act)

The OHS Act and its Regulations set the minimum standards for occupational health and safety in the workplace and define the general safety principles for provincially regulated workplaces in Prince Edward Island. A safe workplace starts with an understanding of the OHS Act and its Regulations.

Both employers and workers are responsible for understanding the components of the OHS Act and its Regulations. The OHS Act, Section 12, states employers have to make sure that every reasonable precaution is taken to protect the health and safety of persons at or near the workplace. This includes making sure that machinery, equipment and materials are in safe working condition and that workers are provided with adequate training and supervision. The employer is obligated to take measures to eliminate workplace hazards in order to prevent an incident from occurring.

This publication is not intended as a form of legal advice and should not be taken as a statement of the law. The information provided in this guide is for general application and therefore, the reader should always refer to the *Occupational Health and Safety Act* and its Regulations for specific requirements.

1.2 Specific requirements under the OHS Act

EMPLOYERS WITH 5 TO 19 WORKERS

If an employer has at least 5 regularly employed* workers but less than 20, the employer needs an **Occupational Health and Safety Policy** and a **Health and Safety Representative.**

Occupational Health and Safety Policy

An employer's Occupational Health and Safety Policy must be available in written form. The policy must be reviewed annually. Information on the content of this policy and how it should be prepared can be found in the OHS Act, Section 24. A sample is included in Appendix A.

Health and Safety Representative

The workers shall select a Health and Safety Representative from among the workers at the workplace. The role of the representative is to:

- Participate in regular inspections and investigations of incidents.
- Make recommendations to the employer for improvements on health and safety issues.
- Encourage workers to first report hazards and concerns to their supervisors.

*** A regularly employed worker includes seasonal employment with a recurring period of employment that exceeds 12 weeks.**

EMPLOYERS WITH MORE THAN 20 WORKERS

If an employer has more than 20 regularly employed workers, the employer needs an **Occupational Health and Safety Policy**, a **Joint Occupational Health and Safety Committee** and an **Occupational Health and Safety Program.**

Joint Occupational Health and Safety Committee

Every workplace that has 20 or more regularly employed workers is required to have a Safety Committee. The role of the committee is to:

- Meet at least once per month.
- Record and post minutes of the meetings.
- Establish rules of procedure.
- Make sure at least half of the committee is made up of worker representatives with no management duties.
- Participate in regular inspections and investigations of incidents.
- Make recommendations to the employer for improvements on health and safety issues.
- Encourage workers to first report hazards and concerns to their supervisor.

Occupational Health and Safety Program

A Safety Program is required for any employer with 20 or more regularly employed workers regardless of the number of work places they are employed in. Safety Programs are developed by the employer or a designated person. Further information on Safety Programs can be found in the OHS Act, Section 23.

1.3 Definitions

"Competent person" means a person who:

- Is qualified because of that person's knowledge, training and experience to do the assigned work in a manner that will ensure the health and safety of the persons in the workplace, and
- Is knowledgeable about the provisions of the Act and the regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work.

"CSA" means the Canadian Standards Association.

"Employer" means a person who employs one or more workers or contracts for the services of one or more workers and includes a constructor or contractor.

"Hazard" means any situation, thing, or condition that may expose a person to harm and the risk of injury or occupational disease.

"Record" means a document that states results achieved or provides evidence of activities performed.

"Risk" is the combination of the likelihood and severity of harm.

"Readily accessible" means capable of being reached quickly and safely, without the use of tools or keys, for the purposes of use or maintenance.

"Regularly employed" includes seasonal employment with a recurring period of employment that exceeds 12 weeks.

"Worker" means:
(i) a person employed in a workplace,
(ii) a person in a workplace for any purpose in connection therewith.

"Working alone" means the worker is working in circumstances where assistance is not readily available to the worker in the event of injury, illness, or an emergency. Those working alone must have adequate training and first aid provisions available to them.

"Workplace" means 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 by a worker in an occupation.

"Workplace first aider" means a worker with a valid first aid certificate.

Visit our website wcb.pe.ca for more information and additional resources.



CHAPTER 2: RESPONSIBILITIES UNDER THE OHS ACT

2.0 First aid standards

The OHS Act General Regulations reference two Canadian Standards Association (CSA) first aid standards. CSA first aid standards are guidelines set by the CSA to make sure proper and effective first aid is administered in various work environments. The purpose of these standards is to establish a consistent and reliable framework for the provision of first aid supplies, and first aid treatment to those who are injured or ill.

Please note that Part 9 (First Aid) of the OHS Act General Regulations does not apply to the following:

- Hospitals.
- Nursing homes.
- Workplaces that are private residences with home offices for remote workers.

CSA Standard Z1220-17 First aid kits for the workplace
This standard establishes a set of guidelines to ensure that workplaces have appropriate first aid supplies and equipment to address common injuries and illnesses that may occur on the job. The standard provides specifications for the contents of first aid kits while considering factors such as the size of the workplace, the number of workers, and the nature of the work being performed. It covers a range of items, including bandages, dressings, antiseptics, and other necessary materials to handle basic first aid situations.

CSA Standard Z1210-17 – First aid training for the workplace - Curriculum and quality management for training agencies
The purpose of this standard is to provide a framework for the development and delivery of workplace first aid training programs. This standard aims to ensure that training programs cover essential topics and skills necessary to respond effectively to workplace injuries and emergencies.

In addition, it includes guidelines to address the qualifications of instructors and facilities to ensure that training meets a standard of excellence. This is crucial for making sure workers trained in first aid have a consistent level of knowledge and skills regardless of where they receive their training.

How to Access the CSA Standards
The CSA allows free, but viewable only, access to standards referenced above. Registration with "CSA Communities" is required to view the standards. However, you are under no obligation to purchase anything when registering.

Users can register for a username through the CSA Group's online Communities of Interest (COI) platform at **csagroup.org**.

Once an account is created, enter the site to start navigating through the CSA Standards.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 3: FIRST AID RESPONSIBILITIES

3.0 Employers

The employer's main responsibility for first aid is to provide and maintain adequate first aid supplies and make sure assigned workers are trained in first aid. The cost of first aid kit supplies and training is the responsibility of the employer.

The employer has the following responsibilities:



Perform a first aid risk assessment

- The employer must make sure a workplace first aid risk assessment is carried out by a competent person and in consultation with the occupational health and safety committee, safety representative, or workers, as applicable.
- The risk assessment must be reviewed at least once a year to confirm it is still accurate.

Supply the workplace with first aid kits

- First aid kit contents must meet the requirements found in the OHS Act Regulations.
- The correct type, size, and number of first aid kits must be provided based on the results of the first aid risk assessment.
- Workers must know the location of first aid kits, and the kits must be readily available and accessible during working hours.
- Signs must be posted indicating location(s) of first aid kits. Kits must be stored in clean and dry conditions.
- First aid kit contents must be regularly inspected and replaced as needed.

Designate workers to be first aiders

- Using the results of the first aid risk assessment, employers must determine the level of certification and number of workers that require first aid training.
- Employers must make sure that enough workplace first aiders, with valid first aid certification, are available during working hours.
- At each workplace, there must be a posted sign that states the name and phone number of the workplace first aiders. When posting a sign is not possible, the employer must make sure that each worker at the workplace is informed of the name and phone number of the workplace first aider.

Review and maintain first aid records

- Records of first aid treatment provided at the workplace must be maintained and retained for at least 3 years.
- The level of first aid training for the workplace should be consistent with the needs identified in the workplace first aid risk assessment.

3.1 Workers

Workers are responsible for conducting themselves in a manner that keeps them, and other workers, safe at work.

This includes:

- Reporting to their supervisor right away when becoming ill or injured in the workplace.
- Using first aid supplies and services only when needed.
- Informing the employer or supervisor if there is something missing from the first aid kit.

3.2 Workplace first aiders

A workplace first aider is a worker with a first aid certificate that is current and recognized by an approved organization or person.

They play a crucial role in ensuring the health and safety of individuals within the workplace.

Among their responsibilities, workplace first aiders promptly provide injured workers with a level of care that matches the scope of practice of their level of workplace first aid training. They are responsible for recording incidents for which they provided first aid treatment. And they are also responsible for participating in training and drills.

Visit our website wcb.pe.ca for more information and additional resources.



CHAPTER 4: WORKPLACE FIRST AID RISK ASSESSMENT

A workplace first aid risk assessment must be completed to determine the level of first aid services and supplies required for each worksite. It is a method of identifying the types of injury or illness that could occur in the workplace, the likelihood of it happening, and the potential severity**.** The workplace first aid assessment should be carried out by a competent person at the workplace and in consultation with the occupational health and safety committee, safety representative, or workers as necessary.

4.0 Performing a workplace first aid risk assessment

The risk assessment process includes three important steps.

Step 1
Examine the tasks in the workplace to identify the hazards that could result in work-related injuries or illness.

For example: A restaurant server serving coffee (the task) may spill hot coffee (the hazard) on themselves during the busy morning rush.

Step 2
Assess the hazards by:
1. Listing the types of work-related injury or illness that could occur.
In the example above, spilling hot coffee is the hazard and it could result in a burn to the hand. The burn is the work-related injury.

2. Determining the likelihood of a work-related injury or illness happening.
In the example above, the hazard - spilling hot coffee - is a high likelihood, especially at certain busy times of the day in the restaurant. The likelihood is high because there are 8 servers on a typical morning breakfast shift and most clients request coffee with their breakfast.

3. Determining the potential severity of the work-related injury or illness.
A restaurant server could potentially continue working after receiving first aid treatment for a minor burn to the hand. For a severe burn, the server would require immediate medical attention such as applying burn cream and bandages. In the example above, there is a hospital within a 15-minute drive.

Step 3
Identify the appropriate first aid supplies and training to respond to the types of work-related injuries or illness that were identified in Step 2.

In the example above, burn dressings should be included as additional items in the first aid kit and the first aider should have training in how to properly apply them.

See **Appendix A** for a Workplace First Aid Risk Assessment Template

4.1 Workplace characteristics

Every workplace is unique. The characteristics of the workplace need to be considered when performing the risk assessment.

These characteristics assist in making decisions about the:

- Content of the workplace first aid kit.
- Location of the workplace first aid kits.
- Number of workplace first aid kits required.
- First aid training level required to deal with an emergency.

Consider also:

- What types of hazards exist?
- Are there multiple workplaces?
- Are there multi-story buildings?
- What is the history of injuries that required first aid? Are there specific industry injury trends?
- How close are trained workplace first aiders while at the workplace?
- Are there any workers with special needs? For example, workers with disabilities or with known medical conditions.
- How many workers are there per shift? The risks may increase when there are large numbers of workers on site.
- Are additional first aiders required to provide care for those first aiders on leave, including unplanned leave?
- Are there workers working alone?
- Are there workers using personal vehicles for work purposes?
- How far is the workplace to the nearest emergency medical services?
- What modes of transportation are available to transport workers to a medical facility?

Less-accessible workplaces

When performing the risk assessment, it is important to consider the location of the worksite and its surroundings. Less-accessible workplaces include workplaces that:

A) Cannot be reached by an ambulance travelling by land, or
B) Have work areas that ambulance attendants cannot safely access.

Ambulance attendants are not permitted to enter hazardous areas and will not perform rescue activities. Therefore, employers must have workplace first aid aiders with an appropriate level of training and equipment to safely transport workers to an area accessible to ambulance services.

Less-accessible workplaces may include:

- Areas that are only accessible by ladders, scaffold, or temporary work platforms.
- Remote areas with rough or complex terrain that would require an injured worker to be carried for a significant distance.
- Areas where the only means of access involves steep or slippery slopes or embankments without walkways or trails.
- Confined spaces.
- Workplaces where a fall hazard exists.
- Boats or areas on or over water.

4.2 Level of risk

Workplaces have varying levels of risk because of the nature of the work being carried out and the types of hazards that exist. As the level of risk increases so do the requirements for first aid services, equipment, and supplies.

Workplace first aid risk can be categorized into three separate categories: low risk, moderate risk, or high risk.

Low risk workplaces
A low-risk workplace is a place where the tasks are of administrative, professional, or clerical nature that does not require substantial physical exertion or exposure to work processes, substances or other conditions that are potentially hazardous.

Moderate risk workplaces
A moderate risk workplace is a workplace where activities that are neither low nor high risk predominate.

High risk workplaces
A high-risk workplace is a place where the tasks are more dangerous. The chances of someone getting hurt are high, and if an injury happens, it could be very serious. In this type of workplace, the activities are risky, so workers need to be extra careful because accidents are more likely to happen, and the consequences can be severe.

In cases where multiple risk levels coexist in one workplace, the employer must make sure that the highest level of risk is considered when determining the appropriate first aid kit and level of training for workplace first aiders.

4.3 Annual review

The risk assessment must be reviewed annually, or more frequently, if work conditions change.

Unless requested, the workplace first aid risk assessment does not need to be submitted to the WCB's OHS Division or an OHS Officer. However, if the assessment is requested and it is found to be inadequate, additional first aid supplies or training may be ordered by an OHS Officer.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 5: FIRST AID KITS

Employers must provide the correct type, size, and number of first aid kits as set out in **CSA Standard Z1220-17 – First aid kits for the workplace.**

The workplace first aid kit must contain the necessary supplies and quantity that the workplace would need if first aid is required. And the first aid kit must be readily available to all workers. At a minimum, at least one workplace first aid kit must be provided at all workplaces.

5.0 Selecting the appropriate first aid kit

The minimum **classification** (Type 1, 2, or 3), **size** (small, medium, or large), and **quantity** of workplace first aid kits required in any workplace is determined by the results of the workplace first aid risk assessment.

First aid kit classification
First aid kits are classified as Type 1, 2 and 3. The table below describes each type.

CSA FIRST AID KIT CLASSIFICATION	
Type 1 Personal First Aid Kit	Used where there is **only one worker** at a workplace, or the worker is working in isolation and may not normally have access to a workplace first aid kit.
Type 2 Basic First Aid Kit (Available in small, medium, large)	Suitable for most workplaces with a **low-risk** work environment.
Type 3 Intermediate First Aid Kit (Available in small, medium, large)	Suitable for most **moderate and high-risk** work environments. A Type 3 kit includes all the contents of a Type 2 kit, with additional supplies tailored to address the increased risks requiring first aid.

See **Appendix B** for a list of kit contents for Type 1, 2 and 3 first aid kits.

While the CSA Standards outline the minimum requirements for workplace first aid kits, it is important to consider additional supplies beyond what is included in each type of kit.

For example, when identifying potential scenarios during the risk assessment, you discover you have a worker that is prone to anaphylactic shock when exposed to certain allergens. In that situation, it would be good practice to have epinephrine self-injectors included in your first aid kit(s).

Additional supplies should be matched with the appropriate training level to make sure workplace first aiders know how to properly use these supplies.

First aid kit size and quantity

The size of the workforce determines the quantity of supplies needed. Larger workplaces may require multiple kits, or larger kits, to adequately cover the number of workers. The table below outlines the minimum requirements for the quantity and size of first aid kits, based on the number of workers at the workplace, per shift.

FIRST AID KIT CLASSIFICATION	TOTAL NUMBER OF WORKERS			
	1 WORKER	2-25 PER SHIFT	26-50 PER SHIFT	51-100 PER SHIFT
TYPE 1 Personal First Aid Kit	1	N/A	N/A	N/A
TYPE 2 Basic First Aid Kit	N/A	1 small	2 small **or** 1 medium	4 small **or** 2 medium **or** 2 small and 1 medium **or**
TYPE 3 Intermediate First Aid Kit	N/A	1 small	2 small **or** 1 medium	4 small **or** 2 medium **or** 2 small and 1 medium **or**

5.1 Location of first aid kits and storage

First aid kits must be located at or near the workplace that they are intended to serve. First aid kits must be readily accessible during working hours. As there are various workplace configurations, it is important that first aid kits are proportionately distributed throughout the workplace.

To provide accessibility to first aid kits for all workers and to accommodate the diverse configurations of the workplace, including multiple buildings, a range of workplace first aid kits in varying sizes (small, medium, and large) may be used in different combinations. For example, one employer could require a small Type 2 first aid kit at one location, and a medium Type 3 first aid kit at a different location.

The employer must post a sign indicating where the first aid kits are located. If the nature of the workplace prevents this from happening, the employer must inform each worker where the kit(s) is located.

First aid kits must always be kept clean and dry.

Vehicles and boats
Vehicles and boats that are used by or under the control of the employer for transporting workers to and from a workplace must be equipped with a **Type 3 – Intermediate First Aid Kit**. The size of the kit must be selected based on the seating capacity of the vehicle or boat. For example, a 15-passenger van used to transport workers to the workplace would need a Type 3 – Intermediate First Aid Kit, size small.

Personal vehicles
Workers may use their personal vehicles for work purposes to travel between worksites. Where the vehicle is regularly used only to transport the driver, the employer must make sure that the vehicle has at least a **Type 1 - Personal First Aid Kit**. If the vehicle is used to regularly transport additional workers, a workplace first aid risk assessment must be conducted to determine the appropriate type of first aid kit.

Working alone
If you have workers working alone who may not always have regular contact with people that could assist in an emergency situation, then these workers must have access to a first aid kit. Consider the results of the workplace first aid risk assessment when determining which kit classification will best suit the individual working alone in the event of an emergency.

5.2 Kit maintenance

Workplace first aid kits must be regularly inspected to always ensure the completeness and useability of all items. The organization should ensure the ongoing maintenance of the workplace first aid kit(s) and the replenishment of kit supplies and equipment as items are used or as they have reached the manufacturer's recommended expiration date.

The CSA Standards recommend the minimum inspection period should be not more than 90 days or following an incident where the workplace first aid kit is used.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 6: FIRST AID TRAINING

First aid training provides crucial knowledge and skills to provide immediate assistance in the event of a medical emergency. By learning how to administer basic medical care, such as bandaging wounds or managing choking incidents, individuals can potentially save lives and prevent further harm until professional medical help arrives. First aid training also promotes confidence and preparedness in handling unexpected situations. Ultimately, it empowers people to be proactive in times of crisis, contributing to an overall safer workplace.

6.0 Workplace first aider

A workplace first aider is a worker who holds a valid first aid certificate. A first aid certificate is issued to the worker after they complete the necessary training requirements to obtain certification. First aid certificates have an expiry date and therefore the worker will need to recertify in order to continue in the role of workplace first aider.

The type of first aid training that is necessary for the workplace is determined by the Workplace First Aid Risk Assessment. See Chapter 4.

When determining the number of workplace first aiders needed, take into account factors such as work schedules, the layout of the workplace, staff absences and leave, and any other considerations that may affect the ability to ensure at least one workplace first aider is available whenever workers are present.

6.1 First aid training levels

The following are workplace first aid training levels:

Basic - At this level, the role and responsibility of the workplace first aider is to be able to recognize an injury or illness, to be able to inform emergency medical services (EMS), and to provide emergency care.

Intermediate - At this level, the role and responsibility of the workplace first aider is to be able to perform basic training level first aid and also to be able to provide a broader scope of emergency care for the injured or ill worker.

Advanced - At this level, the role and responsibility of the workplace first aider is to be competent in the basic and intermediate training level first aid and to provide care for the injured or ill worker using specialized first aid equipment.



Annex A "Level of competency by illness or injury", found in the **CSA Standard Z1210-17 First aid training for the workplace – Curriculum and quality management for training agencies**, details essential competencies and learning goals for effectively responding to medical emergencies. Annex A can assist employers in making decisions about what level of training is necessary for the workplace.

Speak to a first aid training service provider or contact the WCB's OHS Division if you have questions about selecting the appropriate first aid training for your workplace.

Awareness, knowledge, and practical skills demonstration
All first aid training programs, provided by an approved organization or person, must include an awareness, knowledge, and practical skills demonstration of the competencies.

The training agency establishes the training course duration. The duration of the course must be sufficient for the learners to successfully understand and demonstrate the required competencies established in the CSA Standards.

The minimum number of hours of practical skills demonstration for each level of training is listed below. It is important to note that these hours do not include the time necessary to complete the awareness and knowledge portion of the course. The practical skills demonstration must be done in person.

A. Basics Level - 3.5 hours of practical skills demonstration
B. Intermediate Level - 7 hours of practical skills demonstration
C. Advanced Level - 35 hours of practical skills demonstration

Blended first aid training
The awareness and knowledge segments of first aid training can be delivered through various methods. Using both in-person teaching and online modules provides a versatile and thorough strategy for delivering first aid training. A blended teaching method reduces disruption to business operations as workers can take the awareness and knowledge segment of training when more convenient.

Duration of certificate
A workplace first aid certificate shall not be valid longer than three years.

6.2 Approved training agency or person

An organization or person is approved to provide first aid training if the organization or person provides the training in accordance with the requirements set out in **CSA Z1210-17 - First aid training for the workplace - Curriculum and quality management for training agencies**.

The standard outlines requirements for first aid training curriculum and quality management for training agencies. However, it does not provide a specific list of approved agencies.
Instead, it sets forth criteria and guidelines that must be met to be recognized by the WCB's OHS Division.

The current list of approved service providers in Prince Edward Island can be found on the WCB's website **wcb.pe.ca**.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 7: FIRST AID ROOM REQUIREMENTS

A first aid room in a workplace is a space where immediate first aid can be provided to workers who suffer work-related injuries or illness. Having a designated space that is used exclusively for administering first aid ensures prompt and proper treatment, potentially preventing minor injuries from escalating into more severe conditions. It also allows trained first aiders to administer initial care and stabilize the injured worker while waiting for emergency medical services to arrive.

Ultimately, a well-equipped first aid room can significantly minimize the impact of work-related injuries and contribute to a safer working environment.

A first aid room is mandatory in workplaces where:

- Work activities include tasks above low-risk categories, or a combination of both low and higher risk work activities are being performed, and
- More than 100 workers are regularly employed during any given shift.

Who is Responsible for the First Aid Room?

The employer is responsible for controlling and supervising the first aid room, making sure it:

- Is accessible during working hours, well lit, clean, heated, well ventilated, and equipped with emergency lighting.
- Has an entrance big enough to accommodate a stretcher.
- Has emergency telephone numbers posted.
- Has appropriate first aid supplies that meet the regulations.
- Is kept available for the purposes of administering first aid.
- Has a telephone or other means of communication with the other areas of the workplace.

First aid room equipment and furniture

- One sink with running water
- One chair with arms rests that ensures that the chair is suitable to treat an injured worker
- One bed or cot, with moisture protected mattress and 2 pillows

Materials and Supplies

- One Type 3: Intermediate First Aid Kit, size large
- One wash basin
- One package of paper towels
- Hand soap
- One package of disposable paper cups
- One kidney basin
- One nail brush
- One flashlight
- Instructions on how to access a workplace first aider

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 8: FIRST AID RECORD KEEPING

Employers must keep detailed records of every work-related injury that happens in the workplace. These records need to be kept confidential. A workplace first aider is required to make a record of treatment and provide that record to the employer. This record is a valuable resource when completing the first aid risk assessment as it provides a history of first aid treatment.

A record must include the following:

- The name of the injured worker
- The date and time of the injury
- The location and nature of the injuries on the workers' body
- The time when first aid was administered
- The first aid treatment provided
- The name of the person who provided the first aid and the workplace first aid certificate that they hold
- The name of the person the injury was reported to

Your employer is responsible for maintaining these records. Records must be maintained for three years. The definition of written records includes hard copies on paper, electronic records are permitted as long as they are always readily accessible.

See **Appendix E** for a First Aid Provided—Record template.

Visit our website wcb.pe.ca for more information and additional resources.

Date		Workplace Location		Assessment Team	

WORKPLACE FIRST AID RISK ASSESSMENT TEMPLATE

STEP 1 – Determine First Aid Risk Level by Completing a First Aid Risk Assessment

To determine the first aid risk level for your workplace, review the following information and refer to the **Risk Assessment Index** at the end of this appendix to choose the most suitable risk rating for each hazardous job task. For more information, see Chapter 4 – Workplace First Aid Risk Assessment.

Hazardous Job Tasks

Have any of the work tasks resulted in a **workplace injury** in the past?
For example: past injuries provide insight into potential hazards in the workplace and what first aid treatment may be required.

Use the table below to identify and assign a risk rating to all the hazardous job tasks where first aid may be required should an injury happen.

Hazardous Job Task	Resulting Injury	Appropriate First Aid	Risk Rating *Use Risk Assessment Index

Distance to Emergency Professional Medical Care

For example: proximity to professional medical services, including ambulance services, can impact the risk rating. Locations that are further away may increase the risk level.

Is the worksite reachable by ambulance service? ☐ **Yes** ☐ **No**
If **no**, is there a plan to transport the worker to the nearest medical facility?

Are ambulance attendants able to access the injured worker? ☐ **Yes** ☐ **No**
If **no**, is there a plan to transport worker to ambulance attendants?

Having a plan for transporting injured workers safely to the ambulance attendant ensures that emergencies can be managed effectively.

First Aid Risk Level for Your Workplace
The overall risk level is determined by the hazardous job task that has the highest individual risk rating. Based on the results of this First Aid Risk Assessment, this workplace has the following risk level.
☐ **Low Risk** ☐ **Moderate Risk** ☐ **High Risk**

STEP 2 – Select the Appropriate First Aid Kit

Consider the following information to determine the type, size and quantity of First Aid Kits. See Chapter 5 – First Aid Kits for more information.

Selecting the Type of First Aid Kit

Based on the results of the Workplace First Aid Risk Assessment this workplace requires the following First Aid Kit.

☐ **One Worker** = Type 1 - Personal ☐ **Low Risk** = Type 2 - Basic ☐ **Moderate Risk to High Risk** = Type 3 – Intermediate

For example: one worker may require more than a personal first aid kit depending on the risk level of their work, as higher risk work could necessitate additional first aid supplies.

Additional First Aid Supplies

Does the workplace require any additional supplies to provide adequate first aid treatment? ☐ **Yes** ☐ **No**

Are there employees with known disabilities or medical conditions requiring specialized first aid treatment or supplies? ☐ **Yes** ☐ **No**

Selecting the Size and Number of Kits

Workplace Layout

Is the workplace spread over more than one level or has multiple buildings? ☐**Yes** **Total Floors** ____ **Total Buildings** ____ ☐ **No**

For example: the layout and structure of a workplace, such as having multiple levels or buildings, can affect the size, quantity and placement of first aid kits.

Use of boats and vehicles

Is the workplace a vessel or a vehicle used for transporting workers to work? ☐ **Yes** **Seating Capacity** _____ ☐ **No**

For example: if the vessel or vehicle is being used for transportation purposes, a Type 3 kit is required. The size of the kit is determined by the seating capacity of the vessel or vehicle being used.

First Aid Kits Required Select the appropriate first aid kit for your workplace. Consider the type, size and number of kits required for the workplace. See Chapter 5 – First Aid Kits for more information.		
☐ **Type 1-Personal** (One Worker) Number of kits needed _____	☐ **Type 2-Basic** (Low Risk) Number of small kits needed _____ Number of medium kits needed _____ Number of large kits needed _____	☐ **Type 3-Intermediate** (Moderate to High Risk) Number of small kits needed _____ Number of medium kits needed _____ Number of large kits needed _____
Additional First Aid Supplies Required. 1. 2. 3.		

STEP 3 – Select the Appropriate First Aid Training

Consider the following information to determine how many Workplace First Aiders are needed. For more information see Chapter 6 – First Aid Training.

First Aid Training Level Required

Based on the results of the Workplace First Aid Risk Assessment this workplace requires the following level of first aid training.

☐ **Low Risk** = Basic First Aid Training ☐ **Moderate Risk** = Intermediate First Aid Training ☐ **High Risk** = Advance First Aid Training

Number of Workers at the Workplace

What is the **maximum number of workers** at the workplace during any shift?

☐ **2-25** ☐ **26-50** ☐ **51-100** ☐ **100+**

Work Schedules

Does this business operate in multiple shifts? ☐ **Yes** **Total shifts** ____ **Workers per shift** _____ ☐ **No**

For example: a Workplace First Aider must be present whenever workers are at the workplace.

Workplace Layout

Is the workplace spread over more than one level and/or has multiple buildings? ☐**Yes** **Total Floors** ____ **Total Buildings** ____ ☐**No**

For example: the layout and structure of a workplace, such as having multiple levels or buildings, can affect the placement and accessibility of Workplace First Aiders to provide first aid treatment.

Workers on Leave

Is there always a Workplace First Aider available in your workplace to ensure continuous coverage in case of absence or leave? ☐ **Yes** ☐ **No**

For example: Workplace First Aider must be present whenever workers are at the workplace. Consider training additional Workplace First Aider(s) to provide coverage when necessary.

Total Workplace First Aiders Required Employers must determine the number of First Aiders needed per shift based on the First Aid Risk Assessment.
First Aiders per shift _____ **X** Total Shifts _____ = **Total Workplace First Aiders Required** _____

Risk Assessment Index

Use the **Risk Assessment Index** below to assign a risk rating for each hazardous task identified in **STEP 1 of the First Aid Risk Assessment Template.**

Risk Frequency

Determine the frequency of risk occurrence. If the hazardous task poses a risk of finger cuts, the frequency of occurrence may vary.

Extremely Improbable	A risk or incident that is nearly impossible, like a finger cut occurring in an office setting where no sharp tools are present.
Improbable	A cut caused by a rare incident, such as an equipment failure leading to a sharp object causing an injury in a non-manual office environment.
Sometimes	Occurring occasionally, possibly once a year, from using tools in the workplace, even with safety measures like gloves or cut-resistant materials.
Often	Cuts happen every month or quarter, when employees handle small sharp objects without consistent protective measures in place
Frequent	It happens regularly, perhaps weekly or even daily, in a job where workers routinely handle sharp tools or materials without adequate protective gear.

Risk Severity

Determine the severity of the injury or illness. If the injury is a cut, the risk severity can be assessed using the table below.

Negligible	A minor finger cut, like a paper cut, that requires no medical attention or first aid.
Minor	A small cut that requires simple first aid, such as a bandage, but does not affect the worker's ability to work.
Moderate	A laceration to the finger that often requires stitches and medical attention, it may lead to the worker not being able to work.
Major	A deep cut or finger injury, such as a tendon injury, leading to several days or weeks off work.
Catastrophic	A loss of the finger or a life-threatening infection from a severe finger cut that could lead to long-term hospitalization.

Risk Assessment Index

Use the table below to assess the frequency of an incident and the severity of any potential injuries.
Record the **Risk Rating** for each **Hazardous Job** Task in the table in STEP 1.
This information is used to select the appropriate first aid kit and training

Risk Frequency	Risk Severity				
	Negligible	**Minor**	**Moderate**	**Major**	**Catastrophic**
Extremely Improbable	Low Risk	Low Risk	Low Risk	Low Risk	Moderate Risk
Improbable	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
Sometimes	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
Often	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
Frequent	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk

Note - The Risk Rating may be reduced by implementing effective safety controls such as proper employee training, regular equipment maintenance, hazard identification, and the use of personal protective equipment to prevent injuries or illnesses before they occur.

Appendix B – First Aid Kit Contents

Type 1: Personal First Aid Kit

DESCRIPTION OF ITEM	MINIMUM QUANTITY REQUIRED
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	16
Gauze pad, sterile, individually wrapped, 7.6 x 7.6 cm (3”x 3”)	6
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2”x 2 yd)	1 roll
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4”x 4”)	2
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40”x 40”x 56”)	1
Adhesive tape, 2.5 cm x 2.3 m (1”x 2.5yd)	1 roll
Antiseptic wound cleansing towelette, individually wrapped	6
Antibiotic ointment, topical, single use	2
Hand/skin cleansing towelette, individually wrapped (or equivalent)	4
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	2 pairs
Biohazard waste disposal bag (single use)	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5”)	1
Contents list	1

Note:

- Kits & supplies **must** be made of non-latex materials
- Kits **should** contain a pocket-sized booklet containing current first aid information or applicable training materials



Type 2: Basic First Aid Kit

DESCRIPTION OF ITEM	MINIMUM QUANTITY REQUIRED		
	Small (2-25 workers)	**Medium (26-50 workers)**	**Large (51-100 workers)**
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Gauze pad, sterile, individually wrapped, 7.6 x 7.6 cm (3" x 3")	12	24	48
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5" x 9")	1	2	2
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2" x 2 yd)	1 roll	2 rolls	4 rolls
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3" x 2 yd)	1 roll	2 rolls	4 rolls
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4"x4")	2	4	8
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40"x40"x56")	2	4	8
Adhesive tape, 2.5 cm (1")	2.3 m (2.5 yd) in length	4.6m (5yd) Total length	9.1m (10yd) Total length
Antiseptic wound cleansing towelette, individually wrapped	25	50	100
Antibiotic ointment, topical, single use	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
CPR resuscitation barrier device, with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
Biohazard waste disposal bag (single use)	1	2	2
Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5")	1	1	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5")	1	1	1
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52"x84")	1	1	1
Contents list	1	1	1

Note:

- Kits & supplies **must** be made of non-latex materials
- Kits **should** contain a pocket-sized booklet containing current first aid information or applicable training materials

Type 3: Intermediate First Aid Kit

DESCRIPTION OF ITEM	MINIMUM QUANTITY		
	Small (2-25 workers)	Medium (26-50 workers)	Large (51-100 workers)
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Gauze pad, sterile, individually wrapped, 7.6 x 7.6 cm (3”x3”)	12	24	48
Gauze pad, sterile, individually wrapped, 10.2 x 10.2 cm (4”x4”)	6	12	24
Non-adherent dressing, sterile, individually wrapped, 5.1 x 7.6 (2”x3”)	4	8	16
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5”x9”)	1	2	4
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2”x 2 yd)	1 roll	2 rolls	4 rolls
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3”x 2 yd)	1 roll	2 rolls	4 rolls
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4”x4”)	1	2	4
Compress/pressure dressing with ties, sterile, 15.2 x 15.2 cm (6”x6”)	1	2	4
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40”x40”x56”)	2	4	8
Tourniquet, arterial	1	1	1
Adhesive tape, 2.5 cm (1”)	2.3m	4.6m	9.1m
Elastic support/compression bandage, 7.6 cm(3”)	1	2	2
Eye dressing pad, sterile, and eye shield with elastic strap	2 sets	2 sets	4 sets
Cold pack, instant (or equivalent)	1	2	4
Antiseptic wound cleansing towelette, individually wrapped	25	50	100
Antibiotic ointment, topical, single use	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
Glucose tablets, 4g (10 per package) or acceptable alternative	1 pkg	2 pkg	2 pkg
CPR resuscitation barrier device, with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
Biohazard waste disposal bag (single use)	2	4	8
Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5”)	1	1	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5”)	1	1	1
Splint, padded, malleable, minimum size 10.2 x 61 cm (4”x24”)	1	1	2
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52”x84”)	1	2	2
Contents list	1	1	1

Note:

- Kits & supplies **must** be made of non-latex materials
- Kits **should** contain a pocket-sized booklet containing current first aid information or applicable training materials

Appendix C – Additional First Aid Supplies

There may be instances where specialized first aid supplies or equipment are required due to specific types of injury or illness that may arise at your workplace due to the nature of a specific type of task or work or due to a pre-existing condition of a worker. These should be identified in your Workplace First Aid Risk Assessment.

Additional supplies and equipment should be stocked in or close to the workplace first aid kit(s). Additional supplies and equipment may require additional first aid training. This should be discussed with the first aid trainer ahead of time.

CATEGORY	ITEM
Airway	Airway suction device Airway adjuncts
Breathing	Big-valve mask Oxygen delivery equipment Pulse oximeter Stethoscope
Circulation	Blood pressure monitoring equipment Multi-purpose blanket
Immobilization	Head immobilization device Stretcher Extrication collar (adjustable) Immobilization restraints
Medications	Acetylsalicylic acid (ASA)* (single use) Epinephrine self-injector
Wound care	Burn dressings (where water is not readily available) Tube gauze with applicator Wound closures Additional tourniquets Alcohol swabs, individually wrapped Saline irrigation solution, sterile (single use) Eye wash solution, sterile Eye pads
Other	Universal trauma/paramedic shears Lower extremity splints AED machine (automated external defibrillator) Penlight with batteries Pocket guide to first aid

Appendix D – First Aiders/Kit Location Poster



Appendix E – First Aid Provided—Record Template

To be completed by the workplace first aider who administered first aid treatment to an injured worker.

Name of injured worker			
Name of workplace first aider			
Date and time of injury	**Date:**	**Time:**	**AM/PM**
Date and time first aid administered	**Date:**	**Time:**	**AM/PM**
Injury reported to			
Description of injury			
Description of the incident causing the injury			
Description of first aid treatment given			
Workplace first aider signature _____ Date _____ **Supervisor signature _____ Date _____**			