



SOCIAL DEVELOPMENT

CANADA



## CANADA OCCUPATIONAL HEALTH AND SAFETY REGULATIONS PART 16 - FIRST AID

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### General Information

#### Interpretation

### Frequently Asked Questions

**16.1** The definitions in this section apply in this Part.

### Related Links

"ambulance response time" means the time required for an ambulance with trained personnel and emergency medical equipment to reach the workplace from the nearest point of dispatch under normal travel conditions; (*délai d'intervention ambulancière*)

"first aid attendant" means a holder of a valid basic or standard first aid certificate; (*secouriste*)

### Legislation and Agreements

"first aid station" means a place, other than a first aid room, at which first aid supplies or equipment are stored; (*poste de secours*)

### Research and Statistics

"health unit" means a facility that is under the charge of a physician or a person who is registered as a registered nurse under the laws of any province, and that, if it is under the control of the employer, meets the minimum requirements of a first aid room contained in this Part; (*service de santé*)

### Publications

"medical treatment facility" means a hospital, medical clinic or physician's office, at which emergency medical treatment can be dispensed; (*installation de traitement médical*)

### Policies and Standards

"remote workplace" means a workplace for which the ambulance response time is more than two hours; (*lieu de travail isolé*)

## Forms

"standard first aid certificate" means the certificate issued by an approved organization for successful completion of a two-day first aid course. (*certificat de secourisme général*)

**General**

## E-Services

**16.2 (1)** Every employer shall establish, and keep up to date, written instructions that provide for the prompt rendering of first aid to an employee for an injury, an occupational disease or an illness.

**SERVICES FOR:**

**(2)** The employer shall keep a copy of the instructions readily available for consultation by employees.

## Individuals

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## Business

**First Aid Attendants**

## Organizations

**16.3 (1)** At every workplace at which six or more employees are working at any time, the employer shall ensure that there is a first aid attendant.

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**(2)** At every remote workplace at which two or more employees are working at any time, the employer shall ensure that there is a first aid attendant.

**(3)** At every workplace at which an employee is working on live high voltage electrical equipment, the employer shall ensure that

(a) a first aid attendant is readily available; or

(b) at least one of the employees has the training necessary to provide resuscitation by mouth-to-mouth resuscitation, cardiopulmonary resuscitation or an equivalent direct method.

**(4)** At every workplace that is required to have a first aid attendant, the employer shall ensure that the first aid attendant at the workplace is qualified by having at least

(a) if the workplace is an office workplace for which the ambulance response time is

(i) up to two hours, a basic first aid certificate, or

(ii) more than two hours, a standard first aid certificate; and

(b) if the workplace is any other workplace, other than a workplace in a wilderness area, and the ambulance response time for the workplace is

(i) less than twenty minutes, a basic first aid certificate, or

(ii) twenty minutes or more but not more than two hours, a standard first aid certificate, and

(c) if the work place is in a wilderness area, a standard first aid certificate and wilderness first aid training that is specifically designed to meet the first aid needs of persons who work, live or travel in such areas.

**16.4 (1)** A first aid attendant referred to in section 16.3 or paragraph 16.10(1)(a)

- (a) shall be assigned to a first aid station or first aid room;
- (b) shall be readily available and accessible to employees during working hours;
- (c) shall render first aid to employees who are injured or ill at the workplace;
- (d) shall, if required, accompany an injured or ill employee to a health unit or a medical treatment facility and render first aid in transit;
- (e) shall, in providing care to an injured or ill employee, not be overruled by anyone not trained in first aid; and
- (f) shall be in charge of providing care for the injured or ill employee until the treatment is complete or the employee is under the care of an equally or more qualified caregiver.

**(2)** The first aid attendant referred to in subsection (1)

- (a) shall work close to the first aid station or first aid room to which the first aid attendant is assigned; and
- (b) shall not be assigned duties that will interfere with the prompt and adequate rendering of first aid.

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### **First Aid Stations**

**16.5 (1)** At least one first aid station shall be provided for every workplace.

**(2)** In multi-storey buildings, the location of first aid stations shall be such that employees are no more than two stories from a first aid station.

**(3)** Every first aid station shall be

- (a) located at or near the workplace;
- (b) clearly identified by a conspicuous sign; and
- (c) readily available and accessible during all working hours.

**(4)** The employer shall inspect every first aid station regularly, at least monthly, and shall ensure that its contents are maintained in a clean, dry and serviceable condition.

**(5)** Subsection (1) does not apply if a first aid room, health unit or medical treatment facility that meets the requirements of subsection (3) is provided by the employer.

### **Communication of Information**

**16.6 (1)** Subject to subsection (2), the employer shall post and keep posted or have readily available in a conspicuous place accessible to every employee in each workplace

- (a) information regarding first aid to be rendered for any injury, occupational disease or illness;
- (b) information regarding the location of first aid stations and first aid rooms;
- (c) at every first aid station and first aid room, a list of first aid attendants, and information on how they may be located;
- (d) near the telephones, a list of telephone numbers kept up-to-date for use in emergencies; and
- (e) information regarding transport procedures for injured employees.

**(2)** At a remote workplace or in a motor vehicle, the information and lists referred to in subsection (1) shall be provided and retained with the first aid kit.

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### First Aid Supplies and Equipment

**16.7 (1)** At every workplace with a number of employees set out in column 1 of an item of Schedule I to this Part, the employer shall ensure that there is provided a first aid kit of the type set out in column 2 of that item.

**(2)** A first aid kit of type A, B, C or D shall contain the first aid supplies and equipment set out in column 1 of an item of Schedule II to this Part in the quantity, if any, set out in column 2 of that item for that type.

**(3)** A first aid kit of type A for use in a remote workplace shall, in addition to the contents required by subsection (2), contain the first aid supplies and equipment set out in column 1 of an item of Schedule III to this Part in the quantity set out in column 2 of that item.

**(4)** Prescription drugs or other medications not set out in Schedules II, III and IV to this Part shall not be stored in first aid kits or with first aid supplies.

**16.8 (1)** Subject to subsection (2), if a hazard for skin or eye injury from a hazardous substance exists in the workplace, the employer shall ensure that shower facilities to wash the skin and eye wash facilities to irrigate the eyes are provided for immediate use by employees.

**(2)** If it is not practicable to comply with subsection (1), the employer shall provide portable equipment that may be used in place of the facilities referred to in that subsection.

**(3)** If, due to adverse or extreme weather conditions, it is not possible to comply with either of subsection (1) or (2), the employer shall provide personal protection equipment for all employees likely to be exposed to the hazardous substance for all parts of their bodies that may be injured because of the presence of hazardous substances in the workplace.

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## First Aid Rooms

**16.9 (1)** If 200 or more employees are working at any time in a workplace, the employer shall ensure that a first aid room is provided and that it is clearly identified by a conspicuous sign.

**(2)** A first aid room may be used for purposes other than first aid if

- (a) the minimum floor area required for first aid is maintained;
- (b) there is no potential for delay in the administration of first aid; and
- (c) the use for those other purposes will not impede the treatment of an injured employee or pose a hazard to employees.

**(3)** Subsection (1) does not apply if a health unit or medical treatment facility at which medical treatment is provided without charge to employees is readily accessible.

**16.10 (1)** Every first aid room provided in accordance with section 16.9 shall be

- (a) under the supervision of a first aid attendant;
- (b) located as close as practicable to the workplace and within easy access to a toilet room;
- (c) situated on a minimum floor area of 10 m<sup>2</sup> and constructed to allow for optimum ease of access to persons carrying a patient on a stretcher;
- (d) maintained in an orderly and sanitary condition; and
- (e) equipped with
  - (i) a washbasin supplied with cold water and hot water that meets the standards set out in [Part IX](#),
  - (ii) a storage cupboard and a counter,
  - (iii) a separate cubicle or curtained-off area with a cot or bed equipped with a moisture-protected mattress and two moisture-protected pillows,
  - (iv) a table and two or more chairs,
  - (v) a telephone, or other effective means of communication, and an up-to-date list of appropriate emergency contacts and telephone numbers for use in emergencies, and
  - (vi) the first aid supplies and equipment set out in Schedule IV to this Part.

**(2)** In every first aid room referred to in subsection (1),

- (a) the air shall be changed at least once each hour; and
- (b) the temperature
  - (i) shall be maintained at not less than 21°C, measured one m above the floor, when the out of doors temperature is 21°C or less, and
  - (ii) to the extent that is reasonably practicable, when the outdoor temperature in the shade exceeds 24°C, shall not exceed the outdoor temperature.

## Transportation

**16.11** Before assigning employees to a workplace, the employer shall

- (a) ensure that for that workplace there is an ambulance service or other suitable means of transporting an injured or ill employee to a health unit or medical treatment facility; and
- (b) provide for that workplace a means of quickly summoning the ambulance service or other suitable means of transportation.

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## Teaching First Aid

**16.12 (1)** An organization that wants to obtain the approval of the Minister for offering courses in first aid shall apply for it in writing to the Minister.

**(2)** The application shall be accompanied by a description of the proposed courses.

**(3)** If the application is for approval for offering a course in advanced first aid, including wilderness first aid, in relation to a particular work place, the application shall also be accompanied by a report from the employer at that work place, prepared in consultation with the work place committee or health and safety representative, that identifies the first aid training requirements for the work place, having regard to the particular nature of that work place.

**(4)** The Minister shall approve an application by an organization to offer courses in basic and standard first aid if the organization's training program contains the elements and meets the criteria set out in Schedule V to this Part.

**(5)** The Minister shall approve an application by an organization to offer courses in advanced first aid or specialized first aid, including wilderness first aid, in relation to a particular workplace if the organization's training program is appropriate for that workplace, having regard to the training requirements identified in the report referred to in subsection (3).

**(6)** Subject to subsections (7) and (8), a letter of approval from the Minister is valid for a period of five years starting on the date of issue.

**(7)** The Minister may suspend or cancel the approval of an organization under subsection (4) if the organization's training program no longer contains the elements or meets the criteria set out in Schedule V to this Part.

**(8)** The Minister may suspend or cancel the approval of an organization under subsection (5) in relation to a workplace if the organization's training program is no longer appropriate for that workplace.

**(9)** Basic and standard first aid certificates and certifications of completion of advanced first aid courses, including wilderness first aid courses, are valid for a maximum of three years, starting on their date of issue.

## Records

**16.13 (1)** If first aid is required by this Part to be rendered, the first aid attendant who renders the first aid shall

(a) enter in a first aid record the following information:

- (i) the date and time of the reporting of the injury or illness,
- (ii) the full name of the injured or ill employee,
- (iii) the date, time and location of the occurrence of the injury or illness,
- (iv) a brief description of the injury or illness,
- (v) a brief description of the first aid rendered, if any,
- (vi) a brief description of arrangements made for the treatment or transportation of the injured or ill employee, and
- (vii) the names of witnesses, if applicable; and

(b) sign the first aid record beneath the information entered in accordance with paragraph (a).

**(2)** The information referred to in subsection (1) shall be entered

(a) if first aid was rendered to an employee at a remote workplace detached from the main party or on a snowmobile or other small vehicle, in the first aid record stored in the first aid kit at the site of the main party or work site; and

(b) in any other case, in the first aid record stored in the first aid kit.

**(3)** The employer shall keep a first aid record containing information entered in accordance with subsection (2) for a period of two years beginning on the date of that entry.

**(4)** Persons with access to first aid records shall keep the information contained in the records confidential, except as required for the purposes of meeting reporting obligations under [Part XV](#).

**(5)** On receiving a written request from a workers' compensation authority for the province where the workplace is located or a medical practitioner, the employer shall provide an employee with a copy of the first aid record pertaining to the employee's treatment.

**(6)** The employer shall maintain a record of the expiry dates of the first aid certificates of the first aid attendants and make it readily available to them.

**Schedule I (Subsection 16.8(1)) - Requirements for First Aid Kits**

**Note:** The contents of first aid kits A, B, C and D are set out in Schedule II.

	Column 1	Column 2
Item	Number of Employees	Type of First Aid Kit
1.	2 to 5 (subject to item 5)	A
2.	6 or more, where the first aid attendant is required to have at least a basic first aid certificate	B
3.	6 or more, where the first aid attendant is required to have at least a standard first aid certificate	C
4.	1, detached from the main party in a remote workplace	D
5.	1 to 3, travelling by snowmobile or other small vehicle, other than a truck, van or automobile	D

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**Schedule II (Subsections 16.7(2) and (4)) - Content of First Aid Kits**

	Column 1	Column 2			
Item	Supplies and Equipment	Quantity According to Type of First Aid Kit:			
		A	B	C	D
1.	Antiseptic swabs (10-pack)	1	1	4	1
2.	Scissors: super shears	-	-	1	-
3.	Bandages: adhesive strips	12	48	100	6
4.	Plastic bags: waterproof, sealable	-	-	2	-



5.	Bandages: triangular, 100 cm, folded	2	6	8	1
6.	Blankets: emergency, pocket size	1	-	-	-
7.	First Aid Kit Container	1	1	1	1
8.	Dressings: combination, 12.7 cm x 20.3 cm	-	-	6	-
9.	Dressings: compress, 7.5 cm x 12 cm	1	2	-	-
10.	Dressings: gauze sterile 10.4 cm x 10.4 cm	4	12	24	2
11.	Dressings: gauze, non-sterile 10.4 cm x 10.4 cm	10	40	200	-
12.	Forceps: splinter	1	1	1	-
13.	Gloves: disposable	4	8	40	-
14.	Mouth-to-mouth resuscitation mask with one-way valve	1	1	1	-
15.	Record book: First Aid	1	1	1	1
16.	Scissors: bandage	1	1	-	-
17.	Self-adhering gauze bandage: 7.5 cm x 4.5 cm	2	6	24	-
18.	Tape: adhesive, 1.2 cm x 4.5 cm	-	-	-	1
19.	Tape: adhesive, 2.5 cm x 4.5 cm Additional supplies and equipment maintained outside of the kit itself (for remote workplace)	1	2	4	-
20.	Blankets: bed type	-	-	2	-
21.	Splint set	-	1	1	-
22.	Stretcher	-	-	1	-

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**Schedule III (Subsections 16.7(3) and (4)) - Additional First Aid Supplies and Equipment for Remote Workplaces**

Item	Column 1 Supplies and Equipment	Column 2 Quantity
1.	Guide on wilderness first aid	1
2.	30 mL (6 teaspoonsful) table salt, sealed in strong plastic bag	1
3.	30 mL (6 teaspoonsful) baking soda (not baking powder), sealed in strong plastic bag	1
4.	60 mL (12 teaspoonsful) sugar, sealed in strong plastic bag	1
5.	1 litre plastic bags	5
6.	Large plastic garbage bags	2
7.	Patient treatment record forms, which include vital sign recording sections	3
8.	Oral temperature thermometer in an unbreakable case	1
9.	Emergency signalling mirror	1
10.	Blanket: emergency, pocket size	1
11.	Anti-itch ointment/lotion/swabs (10-pack)	2
12.	Scissors: super shears	1
13.	Bags: disposable, waterproof, emesis	4
14.	Burn jelly (5 mL)	4
15.	Plastic bags: waterproof and sealable for disposal of contaminated waste	2
16.	Cold packs: instant type	2
17.	Hot packs: instant type	2

**Note:** In addition to the type A first aid kit and the above items, an effective means of communication with the base camp of operations must be available. The contents of a type A first aid kit are set out in Schedule II.

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#### **Schedule IV (*Subsection 16.7(4) and subparagraph 16.10(1)(e)(vi)*) - First Aid Room Supplies and Equipment**

<b>Column 1</b>		<b>Column 2</b>
<b>Item</b>	<b>Supplies and Equipment</b>	<b>Quantity</b>
1.	First aid kit: type C (containing the supplies and equipment set out in Schedule II)	1
2.	Basin: wash, portable, 4.7 L capacity	1
3.	Bedding: disposable, 2 sheets and 2 pillow cases (set)	6
4.	Tray: instrument	1
5.	Waste receptacle: covered	1
6.	Soap: liquid, with dispenser	1
7.	Towels: disposable, with dispenser	1
8.	Cups: box of disposable, with dispenser	1
9.	Flashlight (appropriate for the work place)	1

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### **Schedule V (*Subsections 16.12(4) and (7)*) - Subjects to be Included in the Courses**

#### **1. Basic first aid:**

- (a) the provision of basic first aid and the first aid attendant's role and obligations in relation to basic first aid;
- (b) emergency scene management;
- (c) cardiopulmonary resuscitation;
- (d) medical emergencies;
- (e) shock and unconsciousness;
- (f) anti-contamination procedures; and
- (g) wounds and bleeding.

#### **2. Standard first aid:**

- (a) the provision of standard first aid and the first aid attendant's role and obligations in relation to standard first aid;
- (b) emergency scene management;
- (c) cardiopulmonary resuscitation;
- (d) medical emergencies;
- (e) shock and unconsciousness;

- (f) anti-contamination procedures;
- (g) wounds and bleeding;
- (h) fractures and their immobilization;
- (i) chest injuries;
- (j) head and spinal injuries;
- (k) muscle, ligament and joint injuries;
- (l) burns;
- (m) eye injuries;
- (n) pelvic, genital and abdominal injuries;
- (o) movement and transportation of casualty;
- (p) environmental illnesses and injuries;
- (q) toxicological emergencies; and
- (r) evacuation and transportation of casualties.

### Testing Criteria

#### 1. Practical evaluation:

- (a) evaluation points and criteria.

#### 2. Written evaluation:

- (a) example and marking scheme.

### Qualifications of Instructors

#### 1. Training program:

- (a) course content;
- (b) length of the program; and
- (c) evaluation process.

#### 2. Recertification procedures:

- (a) recertification schedule;
- (b) instructor quality assurance procedures; and
- (c) instructor's guide.

### Other Criteria

#### 1. Student reference material:

(a) current volume submitted for review.

**2. Lesson plans:**

- (a) lesson contents; and
- (b) lesson teaching outline.

**3. Audio-visual aids.**

**4. First aid certificate:**

- (a) example submitted for authentication.

**5. Cardiopulmonary resuscitation certificate:**

- (a) example submitted for authentication.

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