



CANADIAN RED CROSS OCCUPATIONAL HEALTH AND SAFETY BULLETINS FROM ALBERTA JOBS, SKILLS, TRAINING AND LABOUR

In order to meet the requirements of Alberta Jobs, Skills, Training and Labour, Occupational Health and Safety, participants taking an approved workplace first aid course are required to have the following Occupational Health and Safety Bulletins distributed to them.

When taking an emergency or standard level first aid course, the following are required:

- **FA009 – First Aid Records** (http://work.alberta.ca/documents/WHS-PUB_FA009.pdf)
- **FA011 – Workplace First Aiders and Legal Requirements** (http://work.alberta.ca/documents/WHS-PUB_FA011.pdf)
- **FA012 – Developing a First Aid Plan** (http://work.alberta.ca/documents/WHS-PUB_FA012.pdf)
- **FA014 – Medication in First Aid Kits** (http://work.alberta.ca/documents/WHS-PUB_FA014.pdf)
- **FA015 – Automated External Defibrillators in the Workplace** (<http://work.alberta.ca/documents/WHS-PUB-FA015.pdf>)

When taking an advanced first aid course, the bulletins to include are:

All of the above, and

- **FA013 Oxygen Equipment and Related Training Requirements at Worksites** (<http://work.alberta.ca/documents/WHS-PUB-FA013.pdf>)

Canadian Red Cross has developed this condensed document, which contains the above bulletins' content for distribution in the following courses when delivered in Alberta:

- Emergency First Aid, Standard First Aid, Wilderness & Remote First Aid, and Advanced First Aid.

This document contains all of the required content for Alberta's workplace first aiders, and must be included content in any Alberta approved course. While this document provides an alternative to printing each bulletin separately, it is important to note that the original bulletins should be referenced when teaching the courses, and Canadian Red Cross and its approved providers are responsible for delivering current and up-to-date material. Refer to the web links indicated above for the most current version of each bulletin.

First Aid Records (FA009, Feb 2017)

The purpose of regulating workplace first aid is to ensure that every work site in the province has the equipment, supplies, and trained staff to provide first aid care in the event of workplace injury or illness. OHS Legislation contains the minimum requirements specified - employers are free to exceed them based on a site-specific assessment of their workers' first aid needs.

Worker's duty to report an injury or illness

Under Alberta's OHS Code, workers are required to report to their employer any work-related injury or sudden occurrence of illness experienced while at work. The employer should establish to whom the report is communicated e.g. first aider, foreman, nurse, supervisor, safety person, or some other individual. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance. Similar, recurrent



injuries reported by several workers may suggest the need to change some aspect of the work site or the tasks performed by workers.

Written record of injury or illness

The employer is required to create and maintain an accurate written record of all work-related injuries or occurrences of illness experienced while at work. Although the cause of the injury or illness may be unknown at the time it is being treated, every effort should be made to determine the cause within a reasonable period of time. The cause of work injuries should be added to the record and if an illness is the result of occupational causes, this information should also be added. Even if no first aid is administered, an injury or illness reported by a worker must be recorded.

Included with this safety bulletin is an example of a First Aid Record (**located on page 9**). It contains the minimum information required. Completed forms should be sent to an individual designated by the employer to keep all first aid records. Each injury or illness record must be retained for a minimum of 3 years from the date on which the injury or illness was reported. **Completed records must not be kept in the first aid kit.**

Access to records

In respecting worker privacy, the current requirements limit access to first aid records. A person designated by the employer to keep the first aid records must ensure the information is kept confidential and that no person other than the worker has access to the first aid records unless Alberta or Canada legislation grants disclosure of the information; the record is in a form that does not identify the worker; or the worker has given written permission.

Who Has Access to my Records?

A worker can allow his or her first aid record to be made available to other persons but **permission must be in writing** indicating the information that can be released, the name of the person to whom the information is to be released, the date and the worker's signature.

The *Occupational Health and Safety Act*, section 8, allows OHS officers and the Director of Medical Services, Occupational Health and Safety Policy and Program Development, Alberta Labour access to the records.

Other legislation such as the *Workers' Compensation Act*, the *Health Information Act (HIA)*, the *Personal Information Protection Act (PIPA)* and *Canada's Personal Information Protection and Electronic Documents Act* may also have provisions authorizing access, use and disclosure of personal information.

Upon request, an employer must provide a copy of their first aid record.

Records binder available

A first aid records binder is now available from the Queen's Printer Bookstore. Designed to fit most standard first aid kits, the 5.5"x9.5" binder comes with 28 first aid records. Additional replacement pages are available. See contact information for the Queen's Printer at the end of this document.

Workplace First Aiders and Legal Requirements (FA011, Feb 2017)

This safety bulletin outlines the requirements of specific sections of Alberta's OHS legislation that are relevant to work site first aiders. Anyone responsible for providing first aid services at the workplace needs to understand what is required by law.

What is the Emergency Medical Aid Act?

The *Emergency Medical Aid Act* is the name given to the Alberta's "Good Samaritan" legislation, which may be applicable to voluntary first aid services rendered at a work site.

If applicable, the *Emergency Medical Aid Act* provides the following legal liability protection:



A person is "not liable for damages for injuries to or the death of that person alleged to have been caused by an act or omission on his or her part in rendering the medical services or first aid assistance, unless it is established that the injuries or death were caused by gross negligence on his or her part" (Section 2 (b) of the *Emergency Medical Aid Act*).

Please note that workers whose job description includes first aid may not be covered under this legislation and should speak with their employer regarding their legal status and protections in the provision of first aid services

Occupational Health and Safety (OHS) Act

- The OHS Act is the umbrella legislation for all OHS Legislation in Alberta.
- According to the Act, employers, workers, contractors and prime contractors are all responsible for ensuring health and safety at work.
- Although the Act outlines numerous requirements, subsection 23(2) pertains to first aiders. It allows the Director of Medical Services to ask for first aid reports and requires first aiders to provide them.

Occupational Health and Safety Code – Part 11 First Aid

- The OHS Code requires employers to provide first aid and have designated first aiders at work sites.
- The OHS Code defines minimum standards in services, equipment and supplies. The OHS Code stipulates the number of first aiders, the level of first aid training, the required type and number of first aid kits required and type and quantity of supplies and equipment. These requirements are based on the hazard level of the work performed at the workplace, the number of workers at the work site per shift, and the distance of work site to health care facility as defined in OHS legislation.
- The OHS Code details record keeping requirements for designated work site first aiders.
- Material safety data sheets (MSDSs) may provide a valuable source of information on first aid treatment.
- Employers must ensure a means of transportation is available for taking injured or ill workers to a health care facility as defined in OHS legislation. If a licensed ambulance service is not available, then the means of transport being used is suitable considering the distance to be travelled, the types of acute illnesses or injuries, must provide protection against the weather, have a means of communication with the health care facility and be large enough to accommodate a stretcher and an accompanying person.

Workers' Compensation Act

- Section 37 of the Workers' Compensation Act allows first aid records required to be kept under occupational health & safety legislation to be inspected by the Board or a designate of the Board, and by the injured worker (or his/her representative) to whom the records relate.
- First aid treatment that is provided by work site first aiders for minor injuries does not need to be reported to the Workers Compensation Board (WCB). However, workers and employers must report any workplace incident to the WCB where the injury disables or is likely to disable the worker beyond the day of the incident. Employers must also notify the WCB if the worker has medical aid treatment or other services provided by licensed medical practitioners.

Developing a First Aid Plan (FA012, Feb 2017)

Introduction

Health and safety programs at the workplace aim to prevent injuries and illnesses. But sometimes, despite the best prevention efforts, injuries and illnesses occur. Planning for emergencies and having a First Aid Plan helps employers meet the requirements in the OHS Act, Regulation and Code.

The purpose of this Safety Bulletin is to describe the basics of a First Aid Plan, which is one component of an overall Emergency Response Program. The bulletin describes the factors to consider when developing and implementing a First Aid Plan, and includes explanations of what should be included in terms of first aid services, equipment, supplies, records, communications and transportation.



How do you develop the plan?

When planning for first aid at a work site, the first step is to review the potential and known hazards at the work site, and the types of injuries and illnesses likely to occur. Consider information such as the number of workers at the work site per shift, the type of work that is done, hazards to which workers are exposed, and distance from a health care facility as defined by OHS legislation. How close medical treatment services are to the work site will also help determine the services and supplies needed. This review helps determine the potential injuries and illnesses and the extent of the first aid plan that may be required. **When developing a First Aid Plan, keep in mind worst-case scenario.**

FIRST AIDERS

Alberta's OHS Code, Part 11 First Aid, specifies the number of first aiders, their level of first aid training and supplies and equipment required at work sites. These are based on three criteria:

- (1) how hazardous the work is
- (2) the time it takes to travel to a health care facility, and
- (3) the number of workers at the work site per shift.

When assessing a particular work situation, you may find that the supplies and services required by the OHS Code are insufficient to meet the needs of that situation. Employers are encouraged to exceed the minimum requirements in such circumstances.

The OHS Code states that designated workplace first aiders must have approved training. Approved training courses are listed on the Occupational Health and Safety web site and are updated on a regular basis. Before enrolling in a course, make sure it is government approved by checking the listing.

EQUIPMENT AND SUPPLIES

In addition to first aid services, the OHS Code specifies the equipment and supplies that are required at a work site. Contents of the various required first aid kits are listed in Schedule 2, Table 3, and the requirements for stocking a first aid room is listed in Schedule 2, Table 4. Where specialized equipment is made available, the employer must ensure that first aiders are trained and competent in the use of that equipment. It is recommended that medications not be included in first aid kits. Healthcare professionals designated to administer medication should have specific written medical directives from a licensed physician and these should be reviewed on a regular basis. Training standards for the designated workplace first aider *do not* include administering medications, although first aiders can assist workers in taking their own medications.

FIRST AID RECORD KEEPING

Various written records must be developed and maintained as part of a First Aid Plan. The records to include are:

- names of first aiders, including their certificates and training records;
- first aid supply and equipment inventories;
- injury and illness records in accordance with the OHS Code;
- procedures for communication, including how to summon help; and
- transportation plans for getting injured or ill workers to medical treatment facilities.

These records are important both for administrative purposes and to meet legal requirements.

TRANSPORTATION

Employers must arrange for the transport of injured or ill workers to a health care facility where medical treatment is available. This is a requirement in section 180 of the OHS Code and applies to all work sites, regardless of the types of injuries and illnesses, the number of workers, the number and level of trained first aiders and the supplies and equipment required. Transportation arrangements must be made prior to dispatching workers to a work site, and therefore advanced planning is needed.



Transporting injured or ill workers in urban settings is straightforward and does not normally require any additional, specialized planning since appropriate supplies and transportation services are readily available. There may be cases where potential work exposures require specialized treatment and in these situations, municipal emergency services may need to be contacted ahead of time so that any specialized supplies, equipment, or specific arrangements for transportation or treatment are in place. More planning is generally required for rural and remote locations where workers may be isolated or working alone. Once again, it is important to consider the extent of possible injuries and illnesses that may occur. The goal for the transportation section of the First Aid Plan is to get medical treatment as soon as possible. Injured or ill workers can be transported by any mode of transportation that meets the requirements of the OHS Code, including a designated vehicle, a ground ambulance from a municipal ambulance service, or emergency air transportation. Prior arrangements should be made with the ambulance service that may be summoned. If a licensed ambulance service is not available, then the means of transport being used must be suitable considering the distance to be travelled, the types of acute illnesses or injuries, must provide protection against the weather, have a means of communication with the health care facility and be large enough to accommodate a stretcher and accompanying person. A mobile treatment centre (MTC) is sometimes used to fulfill this requirement. Before transport in a MTC is undertaken emergency medical dispatch is to be contacted and a rendezvous with an ambulance is to be arranged. A MTC is not meant to replace transport by a licensed ambulance when available. If an employer is operating a MTC they must ensure the appropriate permits are acquired from Alberta Transportation. When appropriate, highly specific latitude and longitude coordinates may need to be provided. It is important to provide specific directions with highway, township or range road numbers and landmarks so that those responding can find the work site.

FIRST AID RECORD KEEPING

Communication is one of the most important elements of the First Aid Plan. Communication involves informing workers about:

- who the designated first aiders are;
- how to summon the first aiders;
- what the check-in procedures are when working alone or at an isolated work site;
- where supplies and equipment are located;
- when to summon transportation;
- what type of transportation is available to get injured or ill workers to medical care;
- who to call to summon transportation
- what the back-up plan is if the first type of transportation is unavailable; and
- when to report incidents to Workplace Health and Safety.

Finalizing the plan

Once developed, the plan should be endorsed by management and communicated to all workers. It should be in writing and accessible to everyone at the work site. No matter what or where injuries or illnesses occur, everyone at the work site should know how to respond and how to get help. It is recommended that plans be tested before being finalized. Even the best plans can have gaps. It is important to have drills at least once a year, or more often if work locations, workers or other factors change. Before conducting drills, be sure to let emergency response personnel know ahead of time.

An effective First Aid Plan is one that provides appropriate, immediate and temporary first aid, and when necessary, medical treatment in a timely manner so that health is preserved, safety is protected, and injury and illnesses are not aggravated.

Medication in First Aid Kits (FA014, Feb 2017)

This Safety Bulletin outlines the requirements of specific sections of Alberta's legislation that are relevant to work site first aiders. Anyone responsible for providing first aid services at the workplace needs to understand what is required by law. In provision of first aid, the casualty's health and safety is the primary consideration, and it is important for the first aider to first do no harm in the provision of first aid.



First aiders are to be competent when providing care. The Occupational Health & Safety (OHS) Code defines “competent” in relation to a person, to mean “adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.”

The goals of a first aider are to preserve life, alleviate suffering, prevent increased severity of the injury or illness and promote recovery. In approved workplace first aid courses in Alberta, first aiders are taught that they may assist an individual with his/her own medication, in cases where the individual is unable to take the medication without assistance.

So What’s the Issue?

There are ongoing questions regarding the inclusion medication in First Aid Kits.

What are the Work Site Requirements?

It is required that employers provide and maintain First Aid Kits in their workplaces that meet the requirements as designated in the Alberta OHS Code. Additional equipment or supplies may be indicated as a result of a hazard assessment.

Recommendations

The inclusion of medication in first aid kits falls outside of the scope of first aid. Routine inclusion of over-the-counter medications in first aid kits is **not** recommended as there are potential adverse outcomes. If it is determined that it is necessary to provide medication at the work site, a physician should write policy and procedures to cover their use. Health care professionals would then be designated to administer medications. If there are medications at the worksite, it is important that there is a regular process to check that these medications are not expired.

Automated External Defibrillators in the Workplace (FA015, Feb 2017)

Occupational Health and Safety supports the use of Automated External Defibrillators (AEDs) at the work site provided the employer ensures that AED use is integrated into the first aid program and emergency response plan at the site and can be safely used in the specific work environment intended.

Background

AEDs can be effective at improving survival from sudden cardiac arrest due to ventricular fibrillation or ventricular tachycardia when their use is incorporated into an emergency response plan that includes early recognition, notification and response to the emergency, access of emergency medical services, early cardiopulmonary resuscitation (CPR), and timely advanced cardiac life support.

AEDs are approved for sale as medical devices by Health Canada, Medical Devices Bureau (MDB). They are regulated in Canada as medical devices. The manufacturer is required to license the AED. MDB imposes labelling requirements on these devices as required by the Canadian Medical Devices Regulation. Labels must state indications and conditions for AED use including a requirement that they are used only by properly qualified individuals. Labels must also include directions for safe use of AEDs in the manner intended.

The OHS Regulation (AR 62/2003), Section 13 (1), requires that workers be competent to safely use the AED. AED training is a required component in the Emergency, Standard and Advanced First Aid courses. If the first aider is under the supervision of a licensed medical practitioner, the Alberta College of Physicians and Surgeons has guidelines covering responsibilities of the medical practitioner. The Heart & Stroke Foundation of Canada has guidelines regarding AED use.

Recommendations

In considering authorizing the use of AEDs at a work site, an employer should ensure assessment of specific needs of the work site include:

- whether AEDs can be safely used (e.g. not to be used in a flammable environment)
- the population at risk – identify hazards of the workplace that increase the risk of sudden cardiac arrest



- existing emergency response and
- availability of emergency medical services

The employer should ensure AEDs are integrated into the existing emergency response plan and First Aid programs. Anyone using an AED must be competent therefore; the employer must ensure appropriate training in CPR and AEDs for equipment that is present at the worksite. There also must be a system to ensure update of skills and recertification.

The employer should ensure there is a quality assurance program in place that includes regular maintenance and inspection of AED equipment which includes: verifying the AED's status, checking the pad and accessories and batteries, and cleaning the AED. The record keeping process and emergency response plan should also be evaluated. Employers and workers should follow the manufacturer's specifications for AED use, care and maintenance.

Oxygen Equipment and Related Training Requirements at Work Sites (FA013, Feb 2017)

Introduction

Under Alberta's OHS Code 2009, oxygen equipment is a specified requirement of a first aid room. Worksites requiring a first aid room are a) medium hazard sites with 200 or more workers, and b) high hazard sites with 100 or more workers. At other work sites, deciding to use and have oxygen equipment may be part of a first aid response, based on a hazard assessment and work site requirements.

What do I need to know?

Anyone using oxygen equipment must be competent or be under the supervision of a competent worker (adequately qualified and suitably trained) as defined by OSH legislation. Under the OHS Code requirements, work sites required to have a first aid room must also have a First Aider with a minimum of an Advanced First Aid (AFA) certificate. Training on the use of oxygen equipment is a mandatory component of Alberta's AFA training standard. Work sites having oxygen equipment based on hazard assessment and work site requirements may not require a minimum of an Advanced First Aider, but this does not exempt a requirement for workers to be competent if they use the equipment. To be considered suitably trained, anyone using oxygen equipment at work sites must have at least Emergency First Aid or Standard First Aid certification along with training for the oxygen equipment. Training specific to the oxygen equipment must have the same components as required in the advanced level training. Only well-trained instructors should give the training.

Anyone administering oxygen as part of a first aid response at work sites should receive training that includes:

- Review of the normal respiratory cycle;
- both one and two-rescuer cardiopulmonary resuscitation (CPR);
- principles, operation and proper use of oxygen equipment;
- indications and contraindications for use of oxygen at work sites;
- calculation of how long oxygen in a cylinder will last;
- care and maintenance of oxygen cylinders;
- information on Regulations and Standards that apply to oxygen delivery equipment;
- safety precautions to be used in handling oxygen cylinders;
- a procedure for administration which includes demonstrating and practicing delivery of oxygen;
- demonstrating and practicing inserting an oral pharyngeal airway (OPA);
- demonstrating and practicing suctioning of the mouth;
- demonstrating and practicing ventilation of a bag-valve-mask; and
- explanation of pulse oximetry, why it is used, indications for pulse oximetry, normal range of oxygen saturation and if less than normal what it indicates, factors that may produce less accurate readings and considerations for using pulse oximetry at a work site.



Contact Us

☎ Edmonton & surrounding area: 780-415-8690


☎ Throughout Alberta: 1-866-415-8690

Deaf or hearing impaired: In Edmonton 780-427-9999 (Edmonton) or 1-800-232-7215 (Alberta)

Website:

[work.alberta.ca/ohs-contact us](http://work.alberta.ca/ohs-contact-us)

Get Copies of OHS Act, Regulation and Code:

Alberta Queen's Printer  www.qp.gov.ab.ca

Occupational Health & Safety work.alberta.ca/ohs-legislation



FIRST AID RECORD

Date of injury or illness : _____ Time: _____ AM
Day Month Year PM

Date injury or illness REPORTED : _____ Time: _____ AM
Day Month Year PM

Full name of injured or ill worker: _____

Description of the injury or illness: _____

Description of where the injury or illness occurred/began: _____

Cause of the injury or illness: _____

First aid provided? ☐ Yes ☐ No

Name of first aider: _____

First aider qualifications:

Emergency First Aider	<input type="checkbox"/>	Emergency Medical Technician-Paramedic	<input type="checkbox"/>
Standard First Aider	<input type="checkbox"/>	Emergency Medical Technician	<input type="checkbox"/>
Advanced First Aider	<input type="checkbox"/>	Emergency Medical Responder	<input type="checkbox"/>
Nurse	<input type="checkbox"/>		

Describe first aid provided: _____

Copy provided to worker ☐ Copy refused ☐ Injured worker initials _____

Keep this record confidential and retain for at least 3 years from date of injury/illness is reported