

## **First Aid Legislation**

### **FIRST AID**

#### **Employer to provide first aid services**

**5.1(1)** An employer must supply first aid services in the workplace in accordance with this Part.

**5.1(2)** Subsection (1) does not apply when more than one employer has workers at the same workplace if

(a) the employers, including the prime contractor at the workplace, agree in writing to collectively provide the first aid services required by this Part; or

(b) the director, by written notice, requires that the employers, including the prime contractor at the workplace, collectively provide the first aid services required by this Part.

#### **Workers to be advised of location for first aid**

**5.2** An employer must ensure that a worker is aware of the location at which first aid services are available in the workplace.

#### **Ill or injured worker must report**

**5.3** A worker who becomes ill or is injured at the workplace must, as soon as is reasonably practicable, report to

(a) the first aid room, when a first aid room is provided at the workplace; or

(b) the location identified under section 5.2, when there is no first aid room at the workplace.

#### **Assistance**

**5.4** An employer must ensure a worker who becomes ill or is injured at the workplace receives assistance, as required, from

(a) a first aider; or

(b) a supervisor, if no first aider is required to be present in the workplace.

#### **Number of first aiders that must be present**

**5.5(1)** An employer must ensure that the minimum number of first aiders, as set out in the following tables, are present during working hours at a workplace.

## Safety in Numbers – First Aid

TABLE 1		
Close Workplace		
Number of workers per shift	Low hazard work	Other work
1 to 10	—	—
11 to 40	FA1	FA2
41 to 100	FA1	2 FA2s
101 to 199	2 FA1s	2 FA2s
200 or more	3 FA1s	3 FA2s

TABLE 2		
Distant workplace		
Number of workers per shift	Low hazard work	Other work
1 to 10	—	FA1
11 to 40	FA1	FA2
41 to 100	FA1	2 FA3s
101 to 199	2 FA1s	2 FA3s
200 or more	3 FA1s	3 FA3s

TABLE 3		
Isolated Workplace		
Number of workers per shift	Low hazard work	Other work
1 to 10	FA1	FA2
11 to 40	FA1	FA3
41 to 100	2 FA1s	2 FA3s
101 to 199	2 FA1s	3 FA3s
200 or more	3 FA1s	4 FA3s

**5.5(2)** In the tables in subsection (1),

(a) the number of workers per shift is to be determined

(i) at a close or distant workplace, on the basis of the number of workers working at the beginning of the shift, and

(ii) at an isolated workplace, on the basis of the total number of workers employed at the isolated workplace;

(b) where both low hazard work and other work — being work that is not low hazard work — exist in the same workplace, an employer may

(i) combine the number of workers and provide first aiders as if all work were other work, or

(ii) provide separate first aiders for the different types of work; and

(c) "FA1" means a person who holds a valid first aider 1

qualification, “**FA2**” means a person who holds a valid first aider 2 qualification and “**FA3**” means a person who holds a valid first aider 3 qualification.

**5.5(3)** A person who possesses one or more credentials in first aid that are, in the opinion of the director, equivalent to the requirements for obtaining a certificate described in Schedule A to this Part, may act, and be counted, as a first aider at a workplace.

**5.5(4)** An employer must

(a) maintain a list of the name and work location of each first aider;  
and

(b) ensure that a copy of the list is

(i) provided upon request to a committee member or representative at the workplace, and

(ii) posted in a conspicuous location at the workplace.

### **Employer obligations to first aiders**

**5.6(1)** An employer must:

(a) allow a first aider to provide prompt and adequate first aid to an ill or injured worker;

(b) ensure that the first aider suffers no loss of pay or other benefits as a result of providing the first aid; and

(c) ensure that a first aider has adequate time off from regular work duties to receive required first aider training, with no loss of pay or other benefits.

**5.6(2)** Clauses (1)(a) and (b) also apply to any other worker who, at the request of a first aider, assists the first aider in providing first aid to an ill or injured worker.

### **Employer to keep record of illness and injury**

**5.7** An employer must ensure that any illness or injury suffered by a worker in the course of the worker’s work is promptly recorded and that the records are retained for five years from the date the record is made.

### **Transportation of seriously ill or injured worker**

**5.8(1)** An employer must, at his or her expense, ensure that a seriously ill or injured worker is transported to a medical facility.

**5.8(2)** If a licensed ambulance service is operated from a location within 30 minutes' travel time of a workplace under normal travel conditions, an employer must ensure that a means of communicating with the ambulance service is available at the workplace.

**5.8(3)** If a licensed ambulance service is not operated from a location within 30 minutes' travel time of a workplace, an employer must provide for a means of transporting an ill or injured worker that is

(a) readily available at the times work is performed at the workplace; and

(b) capable of accommodating an occupied stretcher, if a workplace is a distant or isolated workplace.

### **Appropriate first aid for occupational hazard**

**5.9** When a workplace has an occupational hazard that creates a risk that is not adequately addressed by the first aid services required under this Part, the employer must

(a) consult, in order to determine the appropriate first aid service required, with

(i) the committee or representative or, where there is no committee or representative, the workers at the workplace, and

(ii) any safety and health professional employed by the employer; and

(b) provide the additional first aid services that are determined to be appropriate.

### **Contamination by blood or bodily fluids**

**5.10** An employer must ensure that anything in the workplace that has been contaminated by blood or bodily fluids is disposed of or cleaned by a competent person in a manner that prevents a worker from being exposed to the blood or bodily fluids.

### **Asphyxia or poisoning**

**5.11** If a worker at a workplace is at risk of asphyxiation or poisoning, an employer must ensure that, so far as is reasonably practicable, arrangements are made to immediately provide first aid, medical attention and other measures appropriate to the nature and probable effects of a worker being asphyxiated or poisoned.

## FIRST AID KITS AND FIRST AID ROOM

### First aid kits required

**5.12(1)** In accordance with the following table, an employer must provide first aid kits that meet the requirements set out in Schedule B to this Part at the workplace:

TABLE	
Total number of workers employed at workplace	Number of first aid kits that must be provided at workplace
24 or fewer	1
25 to 50	2
51 to 75	3
76 or more	4

**5.12(2)** In respect of the number of first aid kits that must be provided under subsection (1), a vehicle, boat or aircraft used by an employer to transport one or more workers is deemed to be a workplace, and the number of workers employed at that workplace is deemed to equal the seating capacity of the vehicle, boat or aircraft.

**5.12(3)** Subsection (1) does not apply to an employer who is required to provide a first aid room under section 5.14.

### Personal first aid kit for worker working alone

**5.13** An employer must ensure a personal first aid kit that meets the requirements set out in Schedule B to this Part is provided to a worker who works alone and who does not have ready access to a first aid kit required to be provided under subsection 5.12(1).

### When employer must provide first aid room

**5.14** An employer must provide a first aid room at  
(a) a workplace at which 100 or more workers per shift are



## Safety in Numbers – First Aid

employed to perform work that is not low hazard work; and

Workplace Safety And Health Regulation 119

(b) a construction camp or industrial camp at which 100 or more workers reside together, if no first aid room is provided at the workplace and the camp is

(i) provided by the employer as a residence to be used only by the workers,

(ii) separate from the workplace, and

(iii) not a hotel, motel or other similar accommodation.

### **Requirements for first aid room**

**5.15(1)** Every first aid room must

(a) be located in an area that is

(i) easily accessible to workers at all times, and

(ii) near both the work area it is to serve and toilet facilities;

(b) have adequate lighting, ventilation and heating, and be covered by a floor made of non-porous material;

(c) be of an adequate size to accommodate a stretcher;

(d) be equipped with

(i) instructions on how and where to access a first aider,

(ii) a communication system capable of communicating with the medical facility to which an injured worker would be transported,

(iii) a permanently installed sink with hot and cold potable running water,

(iv) a cot or bed with a moisture-protected mattress and two pillows, and

(v) the items set out in Schedule C to this Part.

**5.15(2)** An employer must ensure that a first aid room

(a) is clearly identified as a first aid room;

(b) is used exclusively for the purposes of administering first aid and medical examinations and to provide rest for persons who are ill or injured;

120 Workplace Safety And Health Regulation

(c) during working hours, is supervised by a first aider who is readily available to provide first aid; and

(d) is kept clean and sanitary.

## DIRECTOR'S POWERS

### **Additional first aid services**

**5.16(1)** If the director is of the opinion that the first aid services required to be provided under this Part are inadequate given the particular risks associated with a workplace, the director may, by written notice, specify additional first aid services to be provided by the employer.

**5.16(2)** An employer must forthwith provide the additional first aid services specified in a notice under subsection (1).

### **Alternative first aid services**

**5.17** If the director is of the opinion that the first aid services required to be provided under this Part are not warranted given the particular risks associated with a workplace, the director may, by written notice, vary the requirements of the first aid services to be provided by the employer.

### **Manner of giving notice**

**5.18** A notice under this Part may be communicated to the employer by

(a) delivering it to the employer; or

(b) by sending it by prepaid mail addressed to the employer, at the address of the employer last known to the director.

### **Publication of first aid training providers**

**5.19** The director may, in a manner he or she determines, publish the name and other relevant information of a person, society or organization that provides a training course in first aid or cardiopulmonary resuscitation, or both, that is consistent with the requirements of first aider training set out in Schedule A to this Part.

## SCHEDULE A

### FIRST AIDER QUALIFICATIONS

**When certificate is valid**

**1** For the purposes of this Schedule, a certificate issued by a first aid training provider is valid only if it specifies

- (a) the first aid training provider that issued the certificate;
- (b) the title and duration of the course;
- (c) the level of qualification for which the certificate is issued; and
- (d) the date it was issued and its expiry date, which must not be more than three years after the date it was issued.

**Minimum requirements: first aider 1**

**2** A person has the qualifications of a first aider 1 if he or she holds a certificate issued by a first aid training provider showing that he or she has successfully completed at least eight hours in first aid training that addresses the following topics:

- (a) the role, function and responsibilities of the first aider;
- (b) emergency scene management;
- (c) patient assessment: primary and secondary survey;
- (d) basic anatomy and physiology, including body systems such as respiratory, circulatory, musculoskeletal, neurological and integumentary;
- (e) obstructed airway and other breathing emergencies;
- (f) cardiovascular emergencies, such as heart attack and stroke;
- (g) control of bleeding, both internal and external;
- (h) signs and symptoms of shock;
- (i) cardiopulmonary resuscitation — adult — one person rescue;
- (j) trauma and other acute medical situations — bone and joint injury, head and spine injury, skin disruption (lacerations and burns) and poisoning;
- (k) general precautions to prevent blood and body fluid exposure;
- (l) infection control.

**Minimum requirements: first aider 2**





## Safety in Numbers – First Aid

**3** A person has the qualifications of a first aider 2 if he or she holds one or more certificates issued by one or more first aid training providers showing that he or she has successfully completed at least 16 hours in the following first aid and cardiopulmonary resuscitation training courses:

### 122 Workplace Safety And Health Regulation

(a) at least 12 hours in first aid training that addresses the topics required for first aider 1 plus the following additional topics:

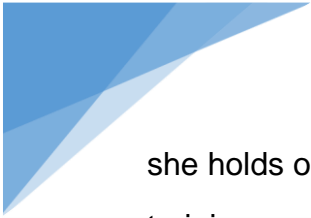
- (i) interaction with higher-level trained personnel and medical care agencies,
- (ii) ambulance system,
- (iii) obstructed airway and other breathing emergencies,
- (iv) assessment and monitoring of vital signs,
- (v) respiratory emergencies — respiratory system review, management of airways, airway obstruction and chest injuries,
- (vi) circulatory system review — heart attack and stroke,
- (vii) bleeding — wounds and control of bleeding and bandaging,
- (viii) abdominal injuries — system review by quadrant,
- (ix) stabilization — head, spine and pelvis injuries,
- (x) upper and lower extremity injuries,
- (xi) medical emergencies — epilepsy, diabetes and drug overdose,
- (xii) assessment and treatment of burns,
- (xiii) eye injury,
- (xiv) environmental illness and injury — heat, cold and poisonings,
- (xv) movement of a casualty — carries;

(b) at least four hours in cardiopulmonary resuscitation training that addresses the following topics:

- (i) risk factors,
  - (ii) signals and actions of heart attack and stroke,
  - (iii) airway obstruction — prevention, causes and recognition,
  - (iv) entrance into the emergency medical services system,
- Workplace Safety And Health Regulation 123
- (v) one rescuer cardiopulmonary resuscitation (adult),
  - (vi) treatment of an adult with an obstructed airway,
  - (vii) turning of the casualty into the recovery position.

### **Minimum requirements: first aider 3**

**4** A person has the qualifications of a first aider 3 certificate if he or



## Safety in Numbers – First Aid

she holds one or more certificates issued by one or more first aid training providers showing that he or she has successfully completed at least 70 hours in the following first aid and cardiopulmonary resuscitation training courses:

(a) at least 62 hours in first aid training that covers the topics listed in clauses 2(a) to (l) and subclauses 3(a)(i) to (xv), appropriate to the first aider 3 qualification, plus the following additional topics:

- (i) the role, function, responsibilities of the first aider — knowledge of emergency medical system, the place of the first aider in the system, other skill levels in the system,
  - (ii) different phases of emergency medical care — removal from immediate dangers,
  - (iii) scene management — triage,
  - (iv) training in the use of first aid equipment, e.g.: oxygen, bagvalve mask and mouth-to-mouth,
  - (v) anatomy and physiology appropriate to the first aider 3 qualification,
  - (vi) airway management and the use of first aid equipment (e.g.: bag valve, mask resuscitator, oxygen equipment),
  - (vii) assessment and treatment of common medical emergencies — heart attack, cardiac arrest, stroke and diabetes,
  - (viii) trauma to head, spine, chest, abdomen and pelvis — multiple injury management,
  - (ix) soft tissue injuries,
  - (x) safe carries and transport,
  - (xi) insect bites,
- 124 Workplace Safety And Health Regulation
- (xii) burns — assessment and treatment,
  - (xiii) obstetrics: emergency delivery and postpartum hemorrhage,
  - (xiv) recognition of the acute signs and symptoms of drug

- overdose and treatment of the injured worker,
- (xv) assessment and treatment of the acute abdomen (e.g.: distended or tender),
- (xvi) recordkeeping: preservation of information necessary for subsequent action,
- (xvii) understanding and familiarity with relevant provisions of the Act and its regulations;
- (b) at least eight hours in cardiopulmonary resuscitation training that covers the topics listed in subclauses 3(b)(i) to (vii), appropriate to the first aider 3 qualification, plus the following additional topics:
- (i) two rescuer cardiopulmonary resuscitation,
- (ii) mouth-to-mask resuscitation,
- (iii) spinal injuries.

## SCHEDULE B

### FIRST AID KITS

#### **Content of first aid kit**

**1** A first aid kit must contain the following items:

(a) general:

- (i) a recent edition of a first aid manual,
- (ii) a pair of impervious disposable gloves,
- (iii) a disposable resuscitation mask with a one-way valve,
- (iv) a disposable cold compress,
- (v) 12 safety pins,
- (vi) splinter forceps,

Workplace Safety And Health Regulation 125

- (vii) one pair of 12 cm bandage scissors,
- (viii) 25 antiseptic swabs,
- (ix) waterless hand cleaner,
- (x) waterproof waste bag;
- (b) dressings — each of the following items must be sterile and individually wrapped in order to maintain sterility:
- (i) 16 surgical gauze pads (7.5 cm squares),
- (ii) 4 pads (7.5 cm × 10 cm, non-adhesive),
- (iii) 32 adhesive dressings (2.5 cm wide),

- (iv) 2 large pressure dressings,
- (c) bandages:
  - (i) 3 triangular bandages (1 m each),
  - (ii) 2 conforming bandages (10 cm each),
  - (iii) 2 rolls of 2.5 cm adhesive tape,
  - (iv) 1 roll of 7.5 cm elastic adhesive bandage,
  - (v) 2 rolls of 7.5 cm tensor bandage.

### **Content of personal first aid kit**

**2** A personal first aid kit must contain the following items:

- (a) 10 sterile adhesive dressings, assorted sizes, individually packaged;
- (b) five 10 cm x 10 cm sterile gauze pads, individually packaged;
- (c) a 10 cm x 10 cm sterile compress dressing, with ties;
- (d) five antiseptic cleansing towelettes, individually packaged;
- (e) a cotton triangular bandage;
- (f) a waterproof waste bag;
- (g) a pair of impervious disposable gloves;
- (h) a roll of 2.5 cm adhesive bandage tape.

126 Workplace Safety And Health Regulation

## SCHEDULE C

### FIRST AID ROOM

#### **Contents**

**1** Every first aid room must contain the following items:

- (a) a first aid record book;
- (b) a space blanket;
- (c) hot and cold packs;
- (d) a spine board and straps;
- (e) an adjustable cervical collar or set of different sized cervical collars;
- (f) a stretcher;
- (g) a splint set;
- (h) a sphygmomanometer (blood pressure cuff);
- (i) a stethoscope;
- (j) a thermometer;
- (k) dressing forceps;
- (l) tongue depressors;
- (m) paper towels;
- (n) single use, sanitary drinking cups;
- (o) a flashlight;
- (p) two washbasins, preferably stainless steel;
- (q) one kidney basin;
- (r) one instrument sterilizer;
- (s) one cabinet for dressings;



## Safety in Numbers – First Aid

- (t) one magnifying loop with built-in lamp;
- (u) one sanitary receptacle with lid and disposable plastic liners;
- (v) hospital grade disinfectant;
- (w) the contents of four first aid kits as set out in Schedule B, but only one copy of a recent edition first aid manual is required