



CANADIAN RED CROSS OCCUPATIONAL HEALTH AND SAFETY BULLETINS FROM ALBERTA LABOUR (JANUARY 2020)

In order to meet the requirements of Alberta 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** (<https://ohs-pubstore.labour.alberta.ca/fa009>)
- **FA011 – Workplace First Aiders and Legal Requirements** (<https://ohs-pubstore.labour.alberta.ca/fa011>)
- **FA012 – Developing a First Aid Plan** (<https://ohs-pubstore.labour.alberta.ca/fa012>)
- **FA014 – Medication in First Aid Kits** (<https://ohs-pubstore.labour.alberta.ca/fa014>)
- **FA015 – Automated External Defibrillators in the Workplace** (<https://ohs-pubstore.labour.alberta.ca/fa015>)

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** (<https://ohs-pubstore.labour.alberta.ca/fa013>)

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, Sept 2019)

Key Information; An injury or illness reported by a worker must be recorded as required by section 183 of the Occupational Health & Safety (OHS) XCode. The employer must keep first aid records for three years from the date of incident is recorded. Prompt reporting allows a worker's injury or illness to be assessed and treated as necessary.

Worker's duty to report an injury or illness

Under section 182 of the OHS Code, workers must report any work-related acute injury or illness while at work to their employer. Prompt reporting allows: The injury or illness to be assessed and treated as necessary. The capture of complete and accurate information. The employer should develop a first aid plan which identifies who injured or ill workers should report to – for example, the workplace first aiders, foreman, nurse, supervisor, safety person, or some other individual. For more information, see the **Developing a first aid plan (FA012)**.

Access to records



To respect worker privacy, the OHS Code limits access to first aid records. A person designated by the employer or work site party to keep the first aid records must ensure; The information is kept private, and that no person other than the worker has access to their first aid records. The only exceptions to the privacy and security requirements are; An OHS officer requires production of the purposes of inspection under section 51 of the OHS Act, Alberta's or Canada's legislation allows access, use or disclosure of the information, The record is in a form that does not identify the worker, or The worker has given written consent to disclose.

The OHS Act, section 48(6)(e) allows the Director of Medical services, or a person authorized in writing by the Director of Medical Services to access any other record set out in the regulations, including first aid records. Other legislation such as the *Workers' Compensation Act*, the *Health Information Act*, the *Personal Information Protection Act*, the *Canada's Personal Information Protection and Electronic Documents Act* may also have provisions authorizing access, use and disclosure of personal information, including first aid records. Upon request, an employer must provide the worker with a copy of their first aid record.

Records binder available

A record binder with first aid record forms can be purchased from the Alberta Queen's Printer Bookstore. Replacement forms are also available for purchase. Orders may be placed on-line at qp.gov.ab.ca – search "first aid" to find either the binder or the replacement forms.

Workplace First Aiders and Legal Requirements (FA011, June 2019)

Key Information: Workplace first aiders and their employers have obligations under labour legislation. Workers whose job description includes first aid may not be covered under the *Emergency Medical Aid Act*.

Occupational Health and Safety (OHS) Act

Alberta OHS legislation establishes minimum standards for healthy and safe practices in Alberta workplaces. First aiders who meet the definition for a service provider in the *OHS Act* have obligations under Part 7 of the *Act*.

- Section 48(2) of the *OHS Act* **requires** persons to attend to ill or injured workers at the workplace to disclose their reports at the request of a Director of Medical Services. This allows the director to ask for the first aid reports and requires the first aiders to provide them.

Occupational Health and Safety (OHS) Code

First aiders should be familiar with Part 11 and schedule 2 of the OHS Code. It is important for first aiders and their employers to know that:

- Employers and prime contractors are **required** to provide first aid services, supplies, and equipment according to Section 178(1) (employers) or Section 178(2) (prime contractors) of the OHS Code. The number of first aiders, their qualifications and training **must** comply with Schedule 2, Tables 5, 6, or 7 of the OHS Code.
- Employers **must** ensure work place first aiders successfully complete training from an approved first aid training agency. The list of Government of Alberta approved first aid training agencies and courses is at alberta.ca/first-aid-training.aspx
- Employers are **required** to record all injuries and illnesses that occur at the work site. Section 183(2) of the OHS Code outlines record keeping requirements.
- Employers **must** manage first aid records in accordance with section 184 of the OHS Code.
- Employers **must** provide information about a product to a medical professional who request the information in order to treat an injured worker in an emergency. Safety Data Sheets (SDS) and product labels may provide valuable source of information on first aid treatment.
- Employers **must** ensure that a means of transportation is available for taking injured or ill workers to a health care facility. Section 180 of the OHS Code identifies emergency transportation requirements.
- Employers **must** ensure that communication systems are in place to summon ambulance transport when needed and that services are readily available to the work site when travel conditions are normal.

Emergency Medical Aid Act

January 15, 2020



The *Emergency Medical Aid Act* is the name given to 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* provide the following legal and 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*).

Know if you are covered: Workers whose job description requires them to provide first aid services should speak with their employer to determine their position with regard to the *Emergency Medical Aid Act* and their legal protection.

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 (WCB). However; Employers and workers **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, Sept 2019)

This Bulletin describes the basics of a First Aid Plan, an important part of an overall emergency. Planning for emergencies and having a first aid plan helps employers meet requirements in the *Occupational Health and Safety (OHS) Act*, Regulation and Code.

Key Information: Everyone at the work site should know how to respond and how to get help in the event of an illness or injury. Employers must make emergency transportation arrangements before sending workers to a work site.

Develop the plan

When putting together a first aid plan, the first step is to review the potential and known hazards at the work site, and the types of injuries and illnesses that are likely to occur, including worst-case scenarios. This review helps determine potential illnesses and injuries, and the extent of the first aid plan required. Employers should develop a first aid plan in collaboration with the joint work site health and safety committee or a health and safety representative, if there is one at the work site.

Determine services, supplies and equipment

Part 11, including section 178 and Schedule 2, Tables 3-7, of the OHS Code, specify the number of first aiders (or nurses/advanced care paramedics), first aid training levels, and the supplies and equipment required at the work sites. These requirements consider three factors:

How hazardous the work is, the time it takes to travel to a health care facility, and the number of workers at the work site per shift. In processes such as hazard assessment and control of emergency response planning, work sites may determine they need more than the minimum first aid services, supplies and equipment required by OHS Code.

- When an employer provides specialized equipment, they must ensure that first aiders are trained and competent in the use of that equipment
- Training for workplace first aiders does not include administering medications, although first aiders can assist workers in taking their own medications
- The minimum requirements for first aid kits do not include over-the counter medications or any other medication.
- See the **Medication in First Aid Kits (FA014)** resource for additional information.



Employers must supply and maintain first aid kits

Plan Emergency Transportation

The goal for the transportation of the first aid plan is to get the injured or ill worker to medical treatment as soon as possible. Section 180 of the OHS Code requires employers to arrange for the transportation of injured or ill workers to a health care facility where medical treatment is available before sending workers to a work site. This applies to all work sites, regardless of the types of illnesses and injuries, the number of workers at the work site, the number and level of trained first aiders, and the supplies and equipment required at the work site. The employer must ensure a licensed ambulance service is readily available to the work site when travel conditions are normal.

If a Licensed ambulance service is not available or weather conditions pose a risk to transport, the employer must ensure alternate transportation meets Section 180(3) of the OHS Code. The means of transport must:

- Be suitable, considering the distance to be travelled and the types of acute illnesses or injuries,
- 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.

Employers should consider the hazards of the workplace and proximity to health care facilities, especially for rural and remote locations where workers may be isolated or working alone. Employers should also contact municipal emergency services ahead of time if potential work exposures may require specialized supplies, equipment or special arrangements for transportation or treatment to be in place.

Alberta's *Use of Highway and Rules of the Road Regulation*, section 85, does not permit passengers to ride in mobile treatment centre module carried in the bed of a truck, as this is considered outside of the passenger compartment of a motor vehicle. Employers who may use the mobile treatment centre to transport an injured or ill worker must get an exemption from section 85.

In rural areas, it may be appropriate for first aid plans to include specific latitude and longitude coordinates and/or directions with highway, township or range road numbers and landmarks, so that those responding can find the work site.

Document the Plan

The written first aid plan should include information that will be needed in a first aid emergency. This should include: Names of first aiders and how to summon them, first aid supplies and equipment requirements, what type of transportation is available to get injured or ill workers to medical care, what the back-up plan is if the first type transportation is unavailable, procedures for communication, including how to summon help and an ambulance service, and how to report and record first aid incidents.

Communicate the Plan

Communication is one of the most important elements of the first aid plan. No matter what or where injuries or illnesses occur, everyone at the work site should know how to respond and how to get help.

Keep the Plan Current

After your plan is finalized, it is recommended to have drills at least once a year, or more often if work locations, workers or other first aiders change. Drills will help you assess if your plan is still current and allow worksite parties to respond faster in an emergency. Be sure to let emergency response personnel know before conducting drills.



Medication in First Aid Kits (FA014, Sept 2019)

This bulletin provides information to employers and workers who are considering including medications in first aid kits.

Key Information

First aiders may assist with medication in cases where an individual is unable to take his/her own medication without assistance. Employers considering including naloxone at the work site, should review the Government of Alberta bulletin "Naloxone in the workplace: OHS information for workers and employers".

Legislative Requirements

Employers must provide and maintain first aid kits that meet the requirements in Alberta's Occupational Health and Safety (OHS) Code, Part 11, Section 178 and Schedule 2, Table 3.

Medication and First Aid Kits at the Work Site

The minimum requirements for first aid kits do not include over-the-counter medications or any other medication. There can be potential adverse outcomes related to medication use. In Alberta, workplace first aid training does not include administration of medication. The training instructs workplace first aiders that they may assist an individual with their own medication in cases where the person is unable to take the medication without assistance. Approved first aid training in Alberta teaches that the role of the first aider is to preserve life, alleviate suffering, minimize severity and impact of an injury or illness, and promote recovery. It is important that the first aider do no harm when providing first aid.

Automated External Defibrillators in the Workplace (FA015, June 2019)

Occupational Health and Safety (OHS) 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 that it can be safely used in that specific work environment.

Key Information

Alberta OHS legislation requires employers to do what is reasonably practicable to ensure the health and safety of workers and other persons at or in the vicinity of the work site.

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.

Recommendations

In considering the use of AEDs at a work site, an employer **must** perform a hazard assessment and identify specific needs of the work site including:

- 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.
- The existing emergency response.
- Availability of emergency medical services.

The employer **must** consider the type of AED being used at the work site and determine the appropriate level of training required for first aiders or other individuals. There also must be a system to ensure the first aid certification of workplace first aiders is kept up to date. Employers with workers **must** follow the manufactures specifications for AED use, care and maintenance. The employer should ensure regular maintenance and inspection of AED equipment which includes:

- Verification of AED status and condition
- Checking AED pads



- Checking accessories
- Ensuring batteries are charged
- Cleaning the AED

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

Key Information

Work sites that require a first aid room must have an advanced first aider, nurse or advanced care provider (ACP) that is competent and trained to use oxygen equipment. Work sites that do not require a first aid room but deem oxygen equipment necessary through a hazard assessment must ensure the user is competent and is suitably trained.

Occupational Health and Safety Requirements

Alberta's Occupational Health and Safety (OHS) Code, Schedule 2, Table 4 requires oxygen equipment in the first aid (FA) room. Oxygen equipment includes a cylinder(s) containing compressed oxygen, a pressure regulator, pressure gauge, a flow meter and oxygen delivery equipment. Under the OHS Code, Schedule 2, Tables 6 & 7, work sites required to have a first aid room must also have a first aider with a minimum of an advanced first aid certificate. The OHS Code defines "advanced first aider" as "an emergency medical responder, primary care paramedic, nurse or other person who holds a certificate in advanced first aid from an approved training agency".

If a work site requires a nurse or advanced care paramedic (ACP), the employer is responsible to ensure the training meets Alberta standards.

When a First Aid Room is not Required

Employers or prime contractors may complete a work site hazard assessment and deem oxygen equipment necessary, even though there is no FA room required. On a work site where a first aid room is not required but an employer or prime contractor has deemed oxygen equipment necessary, the employer or prime contractor must ensure that anyone using the equipment is competent or is under the supervision of someone who is competent. The OHS Act defines "competent" in relation to a person, as meaning "adequately qualified, suitably trained and with sufficient experience to safely perform work, without supervision or with only a minimal degree of supervision".

Training

Employers or prime contractors must provide training in oxygen administration that meets the minimum training standards for Alberta approved workplace advanced first aid and the Canadian Standards Association (CSA) Standard Z1210-17 L.6.1.

Anyone administering oxygen as part of a FA response at work sites must receive training that includes:

- Types of oxygen delivery systems;
- Indications for oxygen administration;
- Safe handling of oxygen delivery systems, and;
- Oxygen administration using appropriate equipment.



OHS Contact Centre

Anywhere in Alberta

- 1-866-415-8690

Edmonton & area

- 780-415-8690

Deaf or hearing impaired:

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

PSI Online Reporting Service

alberta.ca/report-potentially-serious-incidents.aspx

Website

Alberta.ca/occupational-health-safety.aspx

Get copies of the *OHS Act*, Regulations and Code

Alberta Queen's Printer

Qp.gov.ab.ca

Occupational Health and Safety

Alberta.ca/ohs-act-regulation-code.aspx

Workplace First Aid Approval: Alberta Plus Quality Management Plan (QMP) (FA017)

Ohs-pubstore.labour.alberta.ca/FA017

Alberta Transportation mobile treatment centre passenger exemption

<http://www.transportation.alberta.ca/4729.htm>

Reporting and Investigating Injuries and Incidents (LI016)

Ohs-pubstore.labour.alberta.ca/li016

Naloxone in the Workplace: OHS Information for Workers and Employers (CH076)

<https://ohs-pubstore.labour.alberta.ca/ch076>



First Aid Record Form

Sample/template

Date of injury or illness: _____
Day Month Year

Time: _____ AM
PM

Date injury or illness **REPORTED**: _____
Day Month Year

Time: _____ AM
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 ☐ Emergency Medical Technologist--Paramedic ☐ Nurse ☐
Standard First Aider ☐ Emergency Medical Technician ☐
Advanced First Aider ☐ Emergency Medical Responder ☐

Describe first aid provided: _____

Copy provided to worker ☐ Copy refused ☐ Injured/ill worker initial _____

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