**Purpose**

[Organization name] Is committed to protecting all those working in their work site. Prompt First Aid can reduce the severity and minimize the impact of injuries at [site name]. All incidents occurring at the work site will be reported and investigated to improve the occupational health and safety management system and reported to the appropriate authorities.

**Policy**

[Organization Name] is committed to ensuring a safe workplace for all parties. To ensure compliance with OHS Code Part 11, First aid provisions are required as identified in Schedule 2 table 6 of OHS Code. [Site Name] will provide a First Aid station/kit and it will be maintained, at minimum, to the standards of any applicable legislation, regulation, code, or standard. The First Aid station/kit will be easily accessible for the prompt treatment of any injury at [insert location here]. [Site Name] will ensure that the site is manned with trained first aiders to a minimum outlined in Schedule 2 of the Alberta OHS Code. [unless granted an agreement with the Director of Medical Services s177(1).

[For seniors supportive living consider inserting policy on providing first aid for residents]

**Definitions**

* **First Aid:** means the immediate and temporary care given to an injured or ill person at a work site using available equipment, supplies, facilities, or services, including treatment to sustain life, to prevent a condition from becoming worse or to promote recovery.
* **First Aider:** means a basic first aider, intermediate first aider, advanced first aider, emergency medical responder, advanced care paramedic or primary care paramedic designated by a prime contractor or an employer to provide first aid to workers at a work site
* **Advanced First Aider:** means an emergency medical responder, primary care paramedic or a person who holds a certificate in advanced first aid from an approved training agency
* **Basic First Aider:** means a person who holds a certificate in basic first aid from an approved training agency
* **Intermediate First Aider:** means a first aider who holds a certificate in intermediate first aid from an approved training agency

**Responsibilities**

* **Manager/supervisor -** responsible for ensuring that the appropriate number of staff are trained and on duty. Providing first aid supplies as required by legislation. To pay for transport if an injured worker requires further medical assistance beyond first aid. Must ensure proper external reporting of disabling injuries to WCB and serious or potentially serious incidents to OHS.
* **Workers -** responsible for reporting all incidents, including near misses.

**Procedure**

1. In the case of an occupational injury or sudden illness at the work site, the manager/supervisor will ensure immediate first aid. Paige the designated first aider to the location.
2. The designated first aider will administer first aid as required.
3. If the first aider assesses the need for further treatment the manager/supervisor will call 911 for emergency treatment or;
	1. If [site name] participates in WCB Occupational Injury Service, the manager/supervisor may contact the OIS clinic of choice and arrange transport for the injured/ill worker.
4. First Aider completes the First Aid Record [either a stand-alone form or part of Incident Record]
5. Manager/supervisor completed *Incident Record* and follows investigation procedures outlined in [insert policy reference for element 9 Incident Investigation]

**Forms/Appendixes**

* Injury or Incident Investigation Report
* *Type 1 Personal First Aid Kit Inspection Checklist*
* *Type 2 Basic First Aid Kit Small (2-25 Workers) Inspection Checklist*
* *Type 2 Basic First Aid Kit Medium (26-50 Workers) Inspection Checklist*
* *Type 2 Basic First Aid Kit Large (51-100 Workers) Inspection Checklist*
* *Type 3 Intermediate Small (2-25 Workers) First Aid Kit Inspection Checklist*
* *Type 3 Intermediate Medium (26-50 Workers) First Aid Kit Inspection Checklist*
* *Type 3 Intermediate Large (51-100 Workers) First Aid Kit Inspection Checklist*

Code Schedule 2 – Table 6

|  |  |  |  |
| --- | --- | --- | --- |
| Number of workers at work site per shift | Close work site(up to 20 minutes) | Distant work site(20 – 40 minutes) | Isolated work site(more than 40 minutes) |
| 1 | CSA Standard Z1220-17 Type 1 Personal First Aid Kit | CSA Standard Z1220-17 Type 1 Personal First Aid Kit | CSA Standard Z1220-17 Type 1 Personal First Aid Kit |
| 2 – 9 | 1 Basic First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit | 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit 3 blankets | 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit 3 blankets |
| 10 – 19 | 1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit | 1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit 3 blankets |  2 Intermediate First Aiders   CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit 3 blankets |
| 20 – 49 | 1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit | 1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit 3 blankets |  2 Intermediate First Aiders   CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit 3 blankets |
| 50 – 99 | 2 Basic First Aiders 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit | 2 Basic First Aiders 1 Intermediate First Aider CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets |  3 Intermediate First Aiders   CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets |
| 100 – 199 | 2 Basic First Aiders 2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit   Designated area forfirst aid services | 2 Basic First Aiders 2 Intermediate First Aiders CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets, stretcher, splints Designated area forfirst aid services |  3 Intermediate First Aider   CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit 3 blankets, stretcher, splints Designated areafor first aid services |
| 200 or more | 2 Basic First Aiders 2 Intermediate First Aiders 1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic Plus1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers | 2 Basic First Aiders 2 Intermediate First Aiders 1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic Plus1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers | 4 Intermediate First Aiders   1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic  Plus1 Intermediate First Aider for each additional increment of 1 to 100 workers First Aid Room for workers |

**References**

Occupational Health and Safety. Act, Regulations and Code, March 31 2023