

Occupational First Aid Regulation Amendment

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Agenda

- 1 Rationale & Key Amendments
- 2 Minimum Levels of First Aid
- 3 First Aid Assessment
- 4 Training & Equipment Requirements
- 5 Implementation Timeline & Key Considerations

Background

The requirements for workplace first aid have been large unchanged for nearly 20 years

In that time there have been advancements in first aid training and equipment, new standards from the Canadian Standards Association (CSA) and challenging rescue and transportation needs have prompted an update

First Aid Regulation Amendment

Overview

- Strengthen the requirements in Schedule 3-A for minimum levels of first aid
 - Written first aid assessment & two-part duty when conducting the assessment
 - Employers to consider any additional materials required in consultation with workers
 - Written first aid procedures for your workplace
- Enhanced transportation & equipment requirements for remote & less accessible work locations
- Alignment with the first aid training and first aid kits as per CSA Z1210-17 and CSA Z1220-17.

Key Amendments

- Introduction of Workplace Class (location & accessibility)
 - Definition of “remote” work location
 - Introduction of “less accessible” framework
- Written First Aid Assessment
 - Conducted in consultation with joint committee or worker representative
- Annual Drills
- Equipment (Guidelines)
- First Aid Credential Changes

Employers now have a two-part duty

Under the amended OHS Regulation, employers now have a two-part duty to establish their workplace first aid requirements by doing both of the following:

1. Provide at least the supplies, facilities, and first aid attendants required by Schedule 3-A
2. In consultation with workers, perform a written assessment for each workplace to determine any additional equipment, supplies, facilities, attendants and services necessary to ensure injured workers can be promptly provided with first aid and transported to medical treatment

Minimum Levels of First Aid

Schedule 3-A has been enhanced

Schedule 3-A has been amended to consider 3 workplace characteristics to determine minimum levels for first aid supplies, facilities, and attendants required. These three characteristics are:

1. The number of workers at the workplace
2. The hazard rating assigned to the industry
3. Workplace class which includes whether the workplace is:
 - **Remote:** More than 30 minutes surface travel time from the nearest ambulance station
 - **Less-accessible:** It cannot be safely accessed by ambulance, or it includes one or more hazardous work areas that cannot be safely access by ambulance personnel

Workplace Class Factors

Class 1

workplace other than a class 2, 3 or 4 workplace (i.e., urban work location without barriers)

Class 2

workplace that is a remote workplace but not a less-accessible workplace

Class 3

workplace that is a less-accessible workplace but not a remote workplace

Class 4

workplace that is both a remote workplace and a less-accessible workplace

| | NOT remote | Remote |
|---------------------|------------|---------|
| NOT less-accessible | Class 1 | Class 2 |
| Less-accessible | Class 3 | Class 4 |

First Aid Assessment

Written First Aid Assessment

Every workplace will now require a written first aid assessment performed in consultation with workers to determine the first aid equipment, supplies, facilities, attendants and services necessary to ensure injured workers can be promptly provided appropriate first aid and transported to medical treatment

There is fillable PDF template available here:
[First aid assessment worksheet | WorkSafeBC](#)

The image displays two versions of the 'First Aid Assessment Worksheet' from WorkSafeBC. The left version is a fillable PDF template, and the right version is a completed form with handwritten entries.

Left Version (Fillable PDF Template):

- Header:** WorkSafeBC First Aid Assessment Worksheet
- Section 1:** Determine if your workplace is remote, is less accessible, or more than 30 minutes away. Includes checkboxes for 'Remote', 'Is less accessible', and 'More than 30 minutes away'.
- Section 2:** Determine your hazard rating. Includes a QR code and a flowchart for hazard rating determination.
- Section 3:** Are work activities at the location of your CU? Includes checkboxes for 'Yes' and 'No'.
- Section 4:** Check off the hazard rating assigned to your CU. Includes checkboxes for 'Low', 'Moderate', and 'High'.

Right Version (Completed Form):

- Header:** WorkSafeBC First Aid Assessment Worksheet
- Section 1:** Remote, Is less accessible, More than 30 minutes away (all checked).
- Section 2:** Hazard rating determined as 'Low'.
- Section 3:** Work activities at the location of your CU? (Checked 'Yes').
- Section 4:** Hazard rating assigned to your CU (Checked 'Low').
- Section 5:** If you checked one or more of the boxes in Group 2, your workplace is less accessible, unless all the following conditions are met: (Checked 'No').

s.3.16 – Basic Requirements

- (1) An employer must provide for each workplace
 - (a) at least the equipment, supplies, facilities, first aid attendants and services required by Schedule 3-A, and
 - (b) any additional equipment, supplies, facilities, first aid attendants and services that are necessary to ensure that workers who suffer an injury at work can be
 - (i) promptly provided first aid, and
 - (ii) promptly transported to medical treatment.

s.3.16 – Basic Requirements

(2) For the purpose of complying with subsection (1)(b), the employer must prepare a written assessment that sets out at least the following information:

- (a) the number of workers present;
- (b) the locations of workers;
- (c) the nature and extent of the risk and hazards in the workplace;
- (d) the types of injuries likely to occur;
- (e) any barriers to first aid being provided to an injured worker;
- (f) the time that may be required to obtain transportation and to transport an injured worker to medical treatment and the methods of transportation available.

Involving Workers in First Aid Assessments

Section 3.16 of the new OHS Regulation also states:

(3.1) An assessment under subsection (2) must be prepared, reviewed and updated in consultation with the joint committee or the worker health and safety representative, as applicable.

Determining Minimum First Aid Levels

Minimum first aid services are determined by assessing three factors:

1. The number of workers present at the workplace during a typical shift –
(*Preliminary Guideline* pages 10-11)
2. The hazard rating – assigned by WorkSafeBC
 - Classification Unit 765005 - Independent or Private Primary or Secondary Schools have a **Low** hazard rating
3. The class of workplace (1, 2, 3, or 4) which includes consideration of both the remoteness and the accessibility of the workplace

The above information is used to select the correct table in Schedule 3-A

Steps for Determining Minimum Levels of First Aid

Step 1

- Calculate the **number of workers** present at the worksite

Step 2

- Determine the **workplace hazard rating**

Step 3

- Determine the **workplace class** (whether the workplace is remote or less-accessible)

Step 4

- Use schedule 3-A to determine the **minimum first aid requirements**

Reviewing First Aid Assessments

Section 3.16(3) of the OHS Regulation states:

The employer must review and update the assessment under subsection (2)

- a) within 12 months after the previous assessment or review,
and
- b) whenever a **significant change** affecting the assessment occurs in the employer's operations.

Significant Changes Include:

- Changes in the maximum number of workers present at the workplace
- The class of the workplace changes (accessibility or remoteness)
- The nature and extent of risks and hazards in the workplace changes through the introduction of new or different equipment, processes, tasks, or workplace conditions
- WorkSafeBC updates the hazard rating assigned to the employer's classification unit
- When changes to barriers or routes are identified and that may affect first aid or transportation response, or BCEHS response or travel time.

**Aligning with the CSA Standards –
Training and Equipment Requirements**

Written First Aid Procedures

Requirements for written first aid procedures have been enhanced to ensure procedures identify how workers will be accessed and moved if there are barriers to first aid, as well as the location and method of emergency transport where required.

Communicating First Aid Procedures to Workers

s.3.17 (2)/(3)

(2) The employer must post the procedures conspicuously in suitable locations throughout the workplace or, if posting is not practicable, the employer must adopt other measures to ensure that the information is effectively communicated to workers.

(3) The first aid attendant and all other persons authorized to call for transportation for injured workers must be trained in the procedures.

Drills (*new*)

s.3.17 (4)

(4) At least once each year and whenever the procedures change, the employer must ensure that drills are conducted to ensure that

(a) the procedures are effective, and

(b) workers, first aid attendants and other persons referred to in subsection (3) are capable of fulfilling their roles and responsibilities.

Drills

Drills are now required annually or whenever first aid procedures change to ensure:

- First Aid procedures are effective
- Workers, first aid attendants, and other persons at the workplace are capable of fulfilling their roles and responsibilities.

Drills




- *(Preliminary Guideline p.28)*
- Note: Reviewing a real incident requiring first aid will not generally be considered an acceptable alternative to a drill as this practice may discourage the identification of deficiencies and/or introduce privacy or other concerns for injured workers, first aid attendants, and employers.

Procedures and Processes Assessed during First Aid Drills

(Preliminary Guideline p.27)





- The ability to access equipment, supplies, and first aid facilities
- Workers' familiarity with how to call for first aid and the location of first aid equipment
- How effectively the first aid attendant can be summoned
- How effectively the first aid attendant is able to respond to both minor and serious injuries
- How effectively an injured worker can be accessed and moved, and if there are any barriers present in the workplace
- How effectively an injured worker can be prepared (packaged) and transported to an area accessible to BCEHS, if required
- And whether first aid attendants are familiar with documentation and reporting requirements

CSA Z1210-17 Workplace First Aid Training Standard

| Current Program Name | Duration | | 2024 Program Name | Duration |
|------------------------------------|----------|-----------------------------------------------------------------------------------|------------------------|----------|
| OFA 1 | 1 day |  | Basic First Aid | 1 day |
| OFA 2 | 5 days |  | Intermediate First Aid | 2 days |
| OFA 3 | 10 days |  | Advanced First Aid | 10 days |
| Transportation Endorsement – 1 day | | | | |

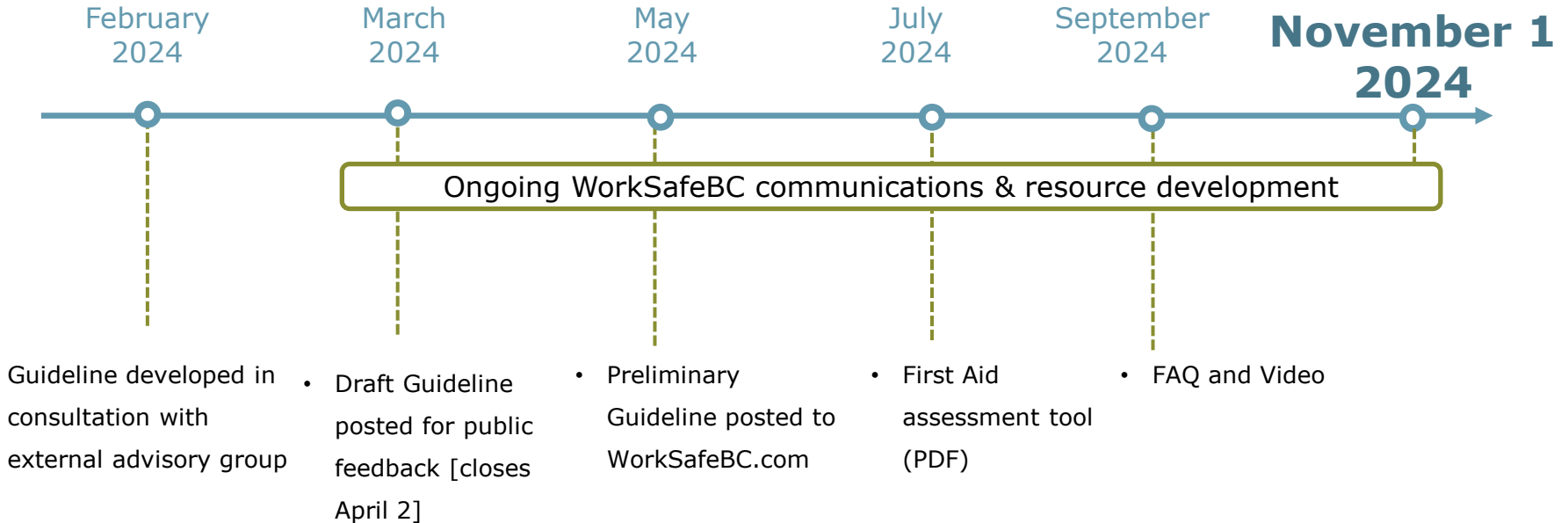
Level 1, 2 or 3 first aid certificates issued before November 1, 2024, that have not expired are considered a basic, intermediate or advanced first aid certificate, respectively.

First aid kit equipment requirements

| Current first aid requirements | | 2024 first aid equipment requirements |
|--------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Personal Kit |  | CSA Z1220-17 Personal Kit |
| Level 1 First Aid Kit |  | CSA Z1220-17 Basic Kit (Medium) + tourniquet + PPE |
| Level 2 First Aid Kit |  | CSA Z1220-17 Intermediate Kit (Medium) + PPE |
| Level 3 First Aid Kit |  | CSA Z1220-17 Intermediate Kit (Medium) + Oxygen Therapy Kit + PPE |

Implementation Timeline & Key Considerations

First aid implementation timeline



Preliminary Guidelines

New

- Reviewing first aid assessments
- Involving workers in first aid assessments
- EDI considerations in first aid programs
- Communicating First Aid procedures to workers
- Drills

Substantive Revision

- Registered nurses in hospital settings
- EMA licence holders in industry
- First Aid Assessment
- Developing and implementing procedures
- Air transportation
- Equipment list(s)
- ETV / MTC / Industrial ambulance considerations
- Attendant Fit for Duty
[previously *Medical Prerequisites*]

Retiring

- Municipal Fire Departments
- Automated External Defibrillator (AED)

Key Considerations for November 1st

- First Aid certificates remain valid until expiration
 - Retraining is not required (unless the attendant's certificate is expired)
- First aid kits do not need to be replaced, simply replenished or additional materials added in accordance with CSA kit requirements
- Written first aid assessments involving workers are required & written procedures need to be reviewed annually
- Drills are required annually or when written procedures change
- Preliminary Guideline available on [WorkSafeBC.com](https://www.worksafebc.com) – Final version of the Guideline will be available November 1st.
- Ongoing communication through eNews, WorkSafe magazine, and social media as well as [WorkSafeBC.com](https://www.worksafebc.com)

Resources

- Landing page for First Aid: [First aid requirements – WorkSafeBC](#)
- Video: [Workplace First Aid Requirements: OHS Regulation Changes | WorkSafeBC](#)
- FAQ: [Changes to occupational first aid requirements: Frequently asked questions | WorkSafeBC](#)
- Backgrounder: [Backgrounder: Occupational first aid regulatory changes | WorkSafeBC](#)
- Hazard rating and CU descriptions can be accessed at: [Find your classification unit, industry, or rate – WorkSafeBC](#), or the following: [Workplace hazard ratings | WorkSafeBC](#)
- Assessment worksheet: [First aid assessment worksheet | WorkSafeBC](#)
- Preliminary Guideline: [OHS Guidelines for Part 3 - Occupational First Aid | WorkSafeBC](#)

