

Guide to Workplace First Aid Regulations

The information provided in this manual is for general application and is not intended to replace the contents of the *Occupational Health and Safety Act*, regulations or applicable standards.

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TABLE OF CONTENTS

Introduction and Legislative Amendments	4
First Aid Responsibilities	5
Employer.....	5
Worker	5
Workplace First Aider	5
Workplace First Aid Risk Assessment	6
Level of Risk	7
Working Alone	7
First Aid Kits	8
First Aid Kit Classifications	8
Table 1 - First Aid Kit Type and Level of Risk	9
Table 2 - CSA First Aid Kit– Type, Size and Quantity.....	9
First Aid Kit Locations	10
Vehicles and Boats.....	10
Other Supplies	11
First Aid Training	12
Table 3 - First Aid Training Certification Requirements	12
Appendices	14
Appendix A - First Aid Kit Contents	14
Appendix A.1 - Additional First Aid Supplies Examples	17
Appendix B - First Aid Room Requirements	18
Appendix C - First Aid Records (Sample Templates).....	19
Appendix D - First Aid Risk Assessment (Template).....	20
Appendix D.1 -Example 1: First Aid Risk Assessment.....	22
Appendix D. 2 - Example 2: First Aid Risk Assessment	24
Appendix E - Definitions and Abbreviations.....	26
Appendix F - Viewing and Accessing the CSA Standards.....	28

INTRODUCTION & LEGISLATIVE AMENDMENTS

This guide sets out the first aid requirements for provincially-regulated workplaces in Prince Edward Island that fall under the *OHS Act and General Regulations*.

In 2021, the [OHS General Regulations](#) were amended to update the requirements for first aid kits in PEI workplaces. Classification and size of first aid kits have changed to reflect those found in *Canadian Standards Association (CSA) Standard Z1220-17 – First Aid Kits for the Workplace*¹.

New regulations require employers to update first aid kits to reflect the standards in the *CSA Standard Z1220-17 – First Aid Kits for the Workplace* by March 6, 2022.

The changes to the regulations include requirements for:

- first aid risk assessments for all worksites
- minimum first aid kit contents according to risk level, first aid kit classification level and number of workers

First aid training requirements have not changed.



¹ CSA allows free (viewable only) access to standards referenced in the regulations. Users can register for a username through CSA Group's Online Communities of Interest (COI) platform at <http://community.csagroup.org>.

FIRST AID RESPONSIBILITIES

Employer

The employer's main responsibility for first aid is to provide and maintain adequate first aid supplies and services for the workplace. Cost for supplies and training is the responsibility of the employer.

Employers must ensure:

- A workplace first aid risk assessment is carried out by a competent person² in consultation with the safety committee or safety representative³ and kept up-to-date
- The correct type, size and number of first aid kits are provided
- Workers know who is trained in first aid and where first aid kits and supplies are kept at the work site
- Signs indicating location(s) of first aid kits are posted
- First aid kit contents meet the requirements in the OHS regulations
- First aid kit contents are regularly inspected and replaced as needed and maintained in clean, dry condition
- Records of first aid treatment are maintained and retained for at least 3 years
- A sufficient number of first aiders, with valid first aid certification, are available during working hours and that a list of names and contact information of all first aiders is accessible to all workers
- First aid training is maintained and kept up-to-date

Worker

Workers are responsible for conducting themselves in a manner that keeps them and other workers safe at work as well as cooperating with the employer to ensure their safety. This includes:

- Reporting to their supervisor right away when becoming ill or injured in the workplace
- Using first aid supplies and services at the workplace when needed and without delay
- Informing the employer or supervisor if there is something missing from the first aid kit

Workplace First Aider

A workplace first aider is a worker with a first aid certificate that is current and recognized by an approved organization or person.

When first aid is administered at the workplace, the workplace first aider is required to provide a written record that meets the requirements in the regulations, which must be retained by the employer for at least 3 years (see *Appendix C* for sample).



² A competent person is one who has knowledge of the risks at the workplace; training and experience to assess the first aid needs of the workplace; and knowledge of the Occupational Health and Safety Act and Regulations to accurately complete the assessment.

³ Workplaces that have 5-19 regularly employed workers³ are required to have at least one worker designated as a safety representative. Those with 20 or more regularly employed workers are required to have a safety committee.

WORKPLACE FIRST AID RISK ASSESSMENT

A workplace first aid risk assessment is used to determine the risk level in a workplace to ensure first aid services, kits and supplies provided by the employer are adequate for the hazards identified.

There are a number of factors to consider when performing the Workplace First Aid Risk Assessment, including:

- Types of hazards - hazards can be physical, chemical, environmental and/or biological
- Workplace characteristics (ie. office building, manufacturing plant, fishing vessel, size of building or structure)
- Number of workers per shift – different shifts may have different requirements
- Industry injury trends – history of injuries of similar workplaces in the same industry
- Workplace history of incidents requiring first aid
- Access to emergency medical services - transportation, communication capabilities, and greater emergency response time all increase the level of risk
- Proximity of trained first aiders to provide first aid
- Work patterns of shift workers and other workers, including flexible or compressed work schedules
- Absence of designated workplace first aiders (planned or unplanned)
- Modes of transportation available to transfer injured or ill workers. (ie. vehicle, tractor, ATV, fishing vessel)
- Special needs of workers with known medical conditions or disabilities



The workplace first aid risk assessment must be completed for every workplace, including temporary workplaces, by a competent person and in consultation with the safety committee or safety representative. It must be reviewed annually to ensure it is still accurate.

The workplace first aid risk assessment does not need to be submitted to Workers Compensation Board or to an OHS Officer, unless it is requested.

For the purposes of the Workplace First Aid Risk Assessment, employers need to determine whether the work performed at the workplace is **low risk work** or **work other than low risk work**.

Level of Risk

Low risk work includes work activities that have a low likelihood of harm and overall low severity of impact from those harms. Typically, low risk work is of an administrative, professional or clerical nature that does not require heavy work or exposure to work activities, substances or other conditions that are potentially dangerous.

Work activities that have a higher likelihood of harm and severity of harm resulting from an incident would be considered **work other than low risk work**.

In some situations, varying risk levels can occur simultaneously in a single workplace. In this instance, the higher risk level is used to determine the appropriate workplace first aid kit.

Working Alone

If you have lone workers, especially those facing higher risks, who may not always have regular contact with other people that could assist the worker during his/her shift, it would be reasonable for that worker to have access to a first aid kit.

First aid kits help reduce the severity of injuries or illnesses the lone worker may experience if they need to treat themselves using the first aid kit supplies.

Personal Vehicles

Workers may often use their personal vehicles for work purposes or to transport themselves and/or others between multiple or mobile work sites. A workplace first aid risk assessment will be necessary for the employer to best determine whether a personal first aid kit should be supplied for use in personal vehicles.



FIRST AID KITS

Employers must provide the correct type, number and size of first aid kits as set out in (CSA) *Standard Z1220-17 – First Aid Kits for the Workplace*⁴

First aid kits must always be kept clean and dry. Regular inspections of the kit(s) are required to help identify expired or depleted supplies.

First Aid Kit Classifications

First aid kits are classified into three types to help organizations meet the first aid needs of their specific work sites. Types 2 and 3 are further broken down into different sizes.

The type (or classification) of kit you will need at your workplace must meet the CSA standard (Type 1, 2 or 3) and is dependent on the level of risk at your workplace.

If your Workplace First Aid Risk Assessment determines your workplace is **low risk work**, according to *Table 1*, you will need a CSA *Type 2: Basic First Aid Kit*. See *Appendix A* for a list of Type 2 kit contents.

If your workplace a risk level is moderate or high level, or a combination of all levels, it is considered to be **work other than low risk work**. In this case, according to *Table 1*, you will need either a CSA *Type 2: Basic First Aid Kit* or a *Type 3: Intermediate First Aid Kit*. See *Appendix A* for a list of Type 2 and 3 kit contents.



CSA First Aid Kit Classifications	
Type 1	Personal First Aid Kit
Type 2	Basic First Aid Kit (Small, Medium, Large)
Type 3	Intermediate First Aid Kit (Small, Medium, Large)



A *Type 1: Personal First Aid Kit* is needed where there is only one worker at a workplace, or for workers who are working alone or may not normally have access to a workplace first aid kit. See *Appendix A* for the contents of a *Type 1 First Aid Kit*.

Working alone means the worker is working in circumstances where assistance is not readily available to the worker in the event of injury, illness or an emergency.

⁴ CSA Standard Z1220-17 was not adopted in its entirety for Prince Edward Island workplaces to which the Occupational Health and Safety Act and General Regulations apply. First aid kit contents, type, number and size requirements are adopted and outlined in this guide; however, portability and labelling requirements referenced in the CSA Standard are not.

Table 1– First Aid Kit Type and Level of Risk

Likelihood of Harm	Low Risk Work (2 or more workers*)	Work Other Than Low Risk Work	
		Moderate Risk Work (2 or more workers*)	High Risk Work (2 or more workers*)
Very unlikely	Type 2: Basic First Aid kit	Type 2: Basic First Aid kit	Type 3: Intermediate First
Unlikely	Type 2: Basic First Aid kit	Type 2: Basic First Aid kit	Type 3: Intermediate First
Moderate	Type 2: Basic First Aid kit	Type 3: Intermediate First	Type 3: Intermediate First
Likely	Type 2: Basic First Aid kit	Type 3: Intermediate First	Type 3: Intermediate First
Very Likely	Type 2: Basic First Aid kit	Type 3: Intermediate First	Type 3: Intermediate First

**If you have only one worker, a CSA Type 1: Personal First Aid Kit is adequate*

The size and quantity you need will depend on the size of your workplace (see Table 2).

Table 2– CSA First Aid Kit– Type, Size and Quantity

Workplace First Aid Kit Classification	1 Worker or Work in Isolation	2-25 Workers Per Shift ⁵	26-50 Workers per Shift	51-100 Workers Per Shift
Type 1 Personal First Aid Kit	1	N/A	N/A	N/A
Type 2 Basic First Aid Kit	N/A	1 small	2 small or 1 medium	4 small or 2 medium or 2 small and 1 medium or 1 large
Type 3 Intermediate First Aid Kit	N/A	1 small	2 small or 1 medium	4 small or 2 medium or 2 small and 1 medium or 1 large

⁵ Workers per shift also refers to seating capacity in the case of vehicles or boats.

First Aid Kit Classification and Size Considerations

When determining the classification and size of first aid kits required, as well as how many kits are needed at a work site, the employer should consider the following:

- The results of the workplace first aid risk assessment
- Additional first aid requirements of workers in remote areas or those who work alone
- Numbers of workers spread out over wide areas versus in one location
- Layout of the work site and whether there are multiple levels or multiple buildings
- Distance from emergency medical services and response time from those services

First Aid Kit Locations

First aid kits must be readily accessible to workers during working hours. To ensure that first aid kits are available in different workplace configurations (ie. a multi-level building, a fabrication plant, or multiple work vehicles/vessels), the kit sizes selected from Table 2 can be used in various combinations throughout the workplace.

For workplaces with more than 100 workers, first aid kits shall be proportionately distributed throughout the workplace.

The employer must post a sign indicating where the first aid kits are located. If that is not possible, due to the nature of the workplace (eg. Construction sites, vehicles, etc.), the employer must inform each worker where the kit(s) is located.



Vehicles and Boats

Vehicles and boats that are used by or under the control of the employer for transporting workers to and from a workplace must be equipped with a Type 3: Intermediate First Aid Kit. The size of the kit (small, medium or large) must be selected based on the seating capacity of the vehicle or boat. (*Table 2*)

For instance, a 15-passenger van used to transport workers to the workplace would need a *Type 3: Intermediate First Aid Kit*, size small. A municipal truck that seats 5 would also need a *Type 3: Intermediate First Aid Kit*, size small. See *Table 2* for seating capacity requirements.



Other Supplies

In addition to the CSA first aid kit contents listed in Appendix A, the employer must use the First Aid Risk Assessment to determine what, if any, additional supplies may be needed that are unique to the type of workplace.

For example, if you have workers who may be prone to anaphylactic shock when exposed to certain allergens at or near the workplace, it would be a good practice to have epinephrine self-injectors included in your first aid kit(s).

It is important, however, that if additional supplies are selected, the training level of the first aider(s) should be considered to ensure the equipment and supplies can be used appropriately in the workplace.



FIRST AID TRAINING

An employer must ensure that a workplace first aider holds a valid first aid certificate. The results of a Workplace First Aid Risk assessment will identify what level of certification is required for the workplace (see *Table 3*). At least one workplace first aider must be available to provide first aid at all times while workers are present.

There are three levels of first aid certification.

- **Emergency First Aid Certificate** – issued after the successful completion of 6.5 hours of instruction
- **Standard First Aid Certificate** – issued after the successful completion of 13 hours of instruction
- **Advanced First Aid Certificate** – issued after the successful completion of 35 hours of instruction

To hold a valid certificate, the employer must ensure that the workplace first aider completes the required hours of instruction. For greater detail on these levels, see *Appendix E Definitions*.

Recertification courses, with reduced hours of instruction, are not considered acceptable courses for recertifying workplace first aiders. It is the employer’s responsibility to ensure that the above instruction hours are met and the service provider is a person or organization recognized by WCB as meeting the requirements of Section 9.1(2) of the *OHS General Regulations*.

Table 3– First Aid Training Certification Requirements

Type of Work	1 Worker or Worker Working in Isolation	2-19 Workers Per Shift	20-100 Workers Per Shift	More than 100 Workers Per Shift
Low Risk Work	Emergency	Emergency	Emergency	Emergency
Work Other Than Low Risk Work	Emergency ⁶	Emergency ⁶	Standard	Advanced



⁶ It is the employer’s responsibility to ensure that the employer assesses the risks that workers are likely to encounter and provide adequate first aid supplies and services sufficient for the level of risk.

The quantity of workplace first aiders you will need at the workplace must be determined when completing the Workplace First Aid Risk Assessment. Factors to consider would include:

- The layout of the workplace and the proximity of the workplace first aiders (eg. A multi-floor workplace, a large manufacturing plant, mobile workers)
- Planned and unplanned leave of workplace first aiders
- Shift work
- Working alone
- The organization's history of workplace first aid incidents



Minimum Requirement for Type 2: Basic First Aid Kit

Description of Item	Minimum Quantities Required		
	Small (2-25 workers)	Medium (26-50 workers)	Large (51-100 workers)
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Gauze pad, sterile, individually wrapped, 7.6 x 7.6 cm (3"x3")	12	24	48
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5"x9")	1	2	2
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2"x 2 yd)	1 roll	2 rolls	4 rolls
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3"x 2 yd)	1 roll	2 rolls	4 rolls
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4"x4")	2	4	8
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40"x40"x56")	2	4	8
Adhesive tape, 2.5 cm (1")	2.3 m (2.5 yd) in length	4.6m (5yd) Total length	9.1m (10yd) Total length
Antiseptic wound cleansing towelette, individually wrapped	25	50	100
Antibiotic ointment, topical, single use	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
CPR resuscitation barrier device, with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
Biohazard waste disposal bag (single use)	1	2	2
Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5")	1	1	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5")	1	1	1
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52"x84")	1	1	1
Contents list	1	1	1

Note:

- Kits & supplies **must** be made of non-latex materials
- Kits **should** contain a pocket-sized booklet containing current first aid information or applicable training materials

Minimum Requirements for Type 3: Intermediate First Aid Kit

Description of Item	Minimum Quantities Required		
	Small (2-25 workers)	Medium (26-50 workers)	Large (51-100 workers)
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Gauze pad, sterile, individually wrapped, 7.6 x 7.6 cm (3"x3")	12	24	48
Gauze pad, sterile, individually wrapped, 10.2 x 10.2 cm (4"x4")	6	12	24
Non-adherent dressing, sterile, individually wrapped, 5.1 x 7.6 (2"x3")	4	8	16
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5"x9")	1	2	4
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2"x 2 yd)	1 roll	2 rolls	4 rolls
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3"x 2 yd)	1 roll	2 rolls	4 rolls
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4"x4")	1	2	4
Compress/pressure dressing with ties, sterile, 15.2 x 15.2 cm (6"x6")	1	2	4
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40"x40"x56")	2	4	8
Tourniquet, arterial	1	1	1
Adhesive tape, 2.5 cm (1")	2.3m (2.5yd)	4.6m (5yd)	9.1m (10yd)
Elastic support/compression bandage, 7.6 cm(3")	1	2	2
Eye dressing pad, sterile, and eye shield with elastic strap	2 sets	2 sets	4 sets
Cold pack, instant (or equivalent)	1	2	4
Antiseptic wound cleansing towelette, individually wrapped	25	50	100
Antibiotic ointment, topical, single use	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
Glucose tablets, 4g (10 per package) or acceptable alternative	1 package	2 packages	2 packages
CPR resuscitation barrier device, with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
Biohazard waste disposal bag (single use)	2	4	8
Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5")	1	1	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5")	1	1	1
Splint, padded, malleable, minimum size 10.2 x 61 cm (4"x24")	1	1	2
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52"x84")	1	1	1
Contents list	1	1	1
<p>Note:</p> <ul style="list-style-type: none"> • Kits & supplies must be made of non-latex materials • Kits should contain a pocket-sized booklet containing current first aid information or applicable training materials 			

Appendix A.1 – Additional First Aid Supplies Examples

There may be instances where specialized first aid supplies or equipment are required due to specific types of injury or illness that may arise at your workplace due to the nature of a specific type of task or work or due to a pre-existing condition of a worker. These should be identified in your Workplace First Aid Risk Assessment.

Additional supplies and equipment should be stocked in or close to the workplace first aid kit(s). Additional supplies and equipment may require additional first aid training. This should be discussed with the first aid trainer ahead of time.

Category	Item
Airway	Airway suction device Airway adjuncts
Breathing	Big-valve mask Oxygen delivery equipment Pulse oximeter Stethoscope
Circulation	Blood pressure monitoring equipment Multi-purpose blanket
Immobilization	Head immobilization device Stretcher Extrication collar (adjustable) Immobilization restraints
Medications	Acetylsalicylic acid (ASA)* (single use) Epinephrine self-injector
Wound care	Burn dressings (where water is not readily available) Tube gauze with applicator Wound closures Additional tourniquets Alcohol swabs, individually wrapped Saline irrigation solution, sterile (single use) Eye wash solution, sterile Eye pads
Other	Universal trauma/paramedic shears Lower extremity splints AED machine (automated external defibrillator) Penlight with batteries Pocket guide to first aid

Appendix B – First Aid Room Requirements

A dedicated first aid room is required in larger workplaces with more than 100 workers per shift performing **work other than low risk work**.

Employer responsibilities

When a first aid room is required, the employer must ensure the room;

- is accessible by all workers during their shift
- has adequate lighting, ventilation and heating
- is kept clean and in sanitary condition
- is of an adequate size to accommodate a stretcher
- has emergency telephone numbers posted

Contents

The contents of the first aid room must meet the requirements as set out in the OHS Regulations as noted in the table below.

Minimum Requirements for Workplace First Aid Room	
<input type="checkbox"/>	Telephone or other means of communication to emergency medical services
<input type="checkbox"/>	Instructions on how and where to access a workplace first aider
<input type="checkbox"/>	Permanently installed sink with hot and cold running water
<input type="checkbox"/>	Bed or cot with a moisture-protected mattress and 2 pillows
<input type="checkbox"/>	Treatment chair with arm rests
<input type="checkbox"/>	Flashlight
<input type="checkbox"/>	Wash basin made from stainless steel or polypropylene
<input type="checkbox"/>	Nail brush
<input type="checkbox"/>	Package of paper towels
<input type="checkbox"/>	Hand soap
<input type="checkbox"/>	Package of disposable paper cups
<input type="checkbox"/>	Kidney basin made of stainless steel or polypropylene
<input type="checkbox"/>	Type 3 Intermediate first aid kit (large)*
	*Kits & supplies must be made of non-latex materials

Appendix C – First Aid Record (Sample Template)

To be completed by the workplace first aider who administered first aid treatment to an injured worker

Name of Injured Worker			
Name of Workplace First Aider			
Date and Time of Injury	Date:	Time:	AM/PM
Date and Time First Aid Administered	Date:	Time:	AM/PM
Injury Reported To			
Description of injury:			
Description of the incident causing the injury:			
Description of first aid treatment given:			
<p>Workplace First Aider Signature _____ Date _____</p> <p>Supervisor Signature _____ Date _____</p>			

Appendix D – First Aid Risk Assessment (Template)

WORKPLACE: _____

ADDRESS: _____

SECTION 1 – WORKPLACE SIZE			
<p>What is the maximum number of workers at a workplace during a shift?</p> <p>2-25 ___ 26-50 ___ 51-100 ___ 100+ ___ (Specify: _____)</p>			
SECTION 2 – HAZARD IDENTIFICATION			
<p>Identify hazards at the workplace that could cause an injury requiring first aid</p>			
Hazard	Potential Injury	Risk (low, moderate, high)	Appropriate First Aid Kit
<p>List workplace injuries that have required first aid over the past 2-3 years:</p> <p>(Avoid listing identities of injured workers)</p>		<p>List any known illnesses, disabilities or allergies that may require “additional first aid equipment” above what is required in the CSA compliant kit.</p> <p><i>(Note that some equipment may require specialized training.)</i></p>	
SECTION 3 – WORKSITE DETAILS			
<p>Are there multiple levels at the workplace?</p> <p>___ Yes ___ No</p> <p>If yes, how many?</p> <p>_____</p>	<p>Are there workplace vehicles or vessels?</p> <p>___ Yes ___ No</p> <p>Seating capacity of vehicle or vessel:</p> <p>#1: _____</p> <p>#2: _____</p> <p>#3: _____</p> <p>#4: _____</p>	<p>How easily can an injured worker be safely transported to the closest medical facility?</p> <p>___ EMS is readily available and/or the workplace is close to a medical facility.</p> <p>___ EMS is not readily available because the workplace is not close to a medical facility but it is accessible.</p> <p>___ The workplace is not accessible or easily accessible to EMS or a medical facility.</p>	

Appendix D – First Aid Risk Assessment (Template continued)

SECTION 4—FIRST AID TRAINING

How many workplace first aiders are needed for each shift? (Consider potential absenteeism)

Shift 1: _____ (Time of day _____)

Shift 2: _____ (Time of day _____)

Shift 3: _____ (Time of day _____)

What level of first aid training do the designated workplace first aiders at the workplace hold?

____Emergency # of trained workers _____

____Standard # of trained workers _____

____Advanced # of trained workers _____

Are the training certificates current/valid?

____ Yes _____No

Date(s) of Expiry: _____

SECTION 5 - RESULTS

Based on the Workplace First Aid Risk Assessment, the following first aid kit(s) and additional supplies are required:

____Type 1: Personal # of kits _____

____Type 2: Basic # of small kits _____ # of medium kits _____ # of large kits _____

____Type 3: Intermediate # of small kits _____ # of medium kits _____ # of large kits _____

Additional details (additional supplies, kit locations, etc.):

Appendix D.1 – Example 1: First Aid Risk Assessment

WORKPLACE: ABC Road Paving Ltd.

ADDRESS: 14523 TCH, Cornwall

SECTION 1 – WORKPLACE SIZE			
What is the maximum number of workers at a workplace during a shift?			
2-25 <input checked="" type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 100+ <input type="checkbox"/> (Specify: <u>8</u>)			
SECTION 2 – HAZARD IDENTIFICATION			
Identify hazards at the workplace that could cause an injury requiring first aid			
Hazard	Resulting Injury	Risk (low, moderate, high)	Appropriate first aid kit
uneven ground	Sprain, strain, bruise	Low	Type 2
Moving vehicles	Struck by vehicle	High	Type 3
Heavy equipment	Burns, cuts, pinch points, struck by equipment	High	Type 3 + Burn dressings, eye wash solution
Insects, animals	Bites, reactions, anaphylaxis	Moderate	Type 3 + EpiPen, alcohol swabs, Benadryl
List any injuries at this workplace that have required first aid over the past 2-3 years: (Avoid listing identities of injured workers)		List any known illnesses, disabilities or allergies that might require “additional first aid equipment” above what is required in the CSA compliant kit. (Note that some equipment may require specialized training.)	
<ul style="list-style-type: none"> -Slips, trips and falls -Sprains, strains (lifting) -Anaphylactic reaction from insect bite -Burn from hot equipment, materials 		<p>Potential for anaphylactic reaction to insect bites</p>	
SECTION 3 – WORKSITE DETAILS			
Are there multiple levels at the workplace?	Are there workplace vehicles or vessels?	How easily can an injured worker be safely transported to the closest medical facility?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> EMS is readily available and/or the workplace is close to a medical facility	
If yes, how many?	Seating capacity of vehicle or vessel:	<input checked="" type="checkbox"/> EMS is not readily available because the workplace is not close to a medical facility but it is accessible	
_____	#1: <u>6</u>	<input type="checkbox"/> The workplace is not accessible or easily accessible to EMS or a medical facility	
	#2: <u>4</u>	Explain: _____	
	#3: _____		
	#4: _____		

Appendix D.1 – Example 1: First Aid Risk Assessment (Template continued)

SECTION 4 – FIRST AID TRAINING	
<p>How many workplace first aiders are needed for each shift? (Consider potential absenteeism)</p> <p>Shift 1: <u>2</u> (Time of day <u>7am-5pm</u>)</p> <p>Shift 2: _____ (Time of day _____)</p> <p>Shift 3: _____ (Time of day _____)</p>	<p>What level of first aid training do the designated workplace first aiders at the workplace hold?</p> <p><input checked="" type="checkbox"/> Emergency # of trained workers <u>2</u></p> <p>____ Standard # of trained workers _____</p> <p>____ Advanced # of trained workers _____</p> <p>Are the training certificates current/valid?</p> <p><input checked="" type="checkbox"/> Yes _____ No</p> <p>Date(s) of Expiry: <u>Dec 31, 2022</u></p>
SECTION 5 - RESULTS	
<p>Based on the Workplace First Aid Risk Assessment, the following first aid kit(s) and additional supplies are required:</p> <p>____ Type 1: Personal # of kits _____</p> <p>____ Type 2: Basic # of small kits _____ # of medium kits _____ # of large kits _____</p> <p><input checked="" type="checkbox"/> Type 3: Intermediate # of small kits <u>2</u> # of medium kits <u>1</u> # of large kits _____</p> <p>Additional details (additional supplies, kit locations, etc.):</p> <p><i>2 Type 3 Kits - size small - (1 in each vehicle) plus epipens, alcohol swabs, Benadryl, burn dressings, eye wash solution</i></p> <p><i>1 Type 3 Kit - medium - for office check-in area</i></p>	

Appendix D.2 – Example 2: First Aid Risk Assessment

WORKPLACE: XYZ Consulting Services

ADDRESS: Stratford, PEI

SECTION 1 – WORKPLACE SIZE			
What is the maximum number of workers at a workplace during a shift?			
2-25 <input type="checkbox"/> 26-50 <input checked="" type="checkbox"/> 51-100 <input type="checkbox"/> 100+ <input type="checkbox"/> (Specify: <u>30</u>)			
SECTION 2 – HAZARD IDENTIFICATION			
Identify hazards at the workplace that could cause an injury requiring first aid			
Hazard	Resulting Injury	Risk (low, moderate, high)	Appropriate first aid kit
Electrical cords and other tripping hazards	Sprain, strain, bruise	Low	Type 2
Incorrectly set up work-station	Repetitive strain	Low	Type 2
Lifting paper and other materials onto shelves	Sprain, strain, bruise	Low	Type 2
List any injuries at this workplace that have required first aid over the past 2-3 years: (Avoid listing identities of injured workers)		List any known illnesses, disabilities or allergies that might require “additional first aid equipment” above what is required in the CSA compliant kit. (Note that some equipment may require specialized training.)	
None		None	
SECTION 3 – WORKSITE DETAILS			
Are there multiple levels at the workplace?	Are there workplace vehicles or vessels?	How easily can an injured worker be safely transported to the closest medical facility?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> EMS is readily available and/or the workplace is close to a medical facility	
If yes, how many? <u>2</u>	Seating capacity of vehicle or vessel: #1: _____ #2: _____ #3: _____ #4: _____	<input type="checkbox"/> EMS is not readily available because the workplace is not close to a medical facility but it is accessible <input type="checkbox"/> The workplace is not accessible or easily accessible to EMS or a medical facility Explain: _____	

Appendix D.2 – Example 2: First Aid Risk Assessment (Template continued)

SECTION 4 – FIRST AID TRAINING	
<p>How many workplace first aiders are needed for each shift? (Consider potential absenteeism)</p> <p>Shift 1: <u>3</u> (Time of day <u>8 am-4 pm</u>)</p> <p>Shift 2: _____ (Time of day _____)</p> <p>Shift 3: _____ (Time of day _____)</p>	<p>What level of first aid training do the designated workplace first aiders at the workplace hold?</p> <p><input checked="" type="checkbox"/> Emergency # of trained workers <u>3</u></p> <p>_____ Standard # of trained workers _____</p> <p>_____ Advanced # of trained workers _____</p> <p>Are the training certificates current/valid?</p> <p><input checked="" type="checkbox"/> Yes _____ No</p> <p>Date(s) of Expiry: <u>Dec 31, 2022</u></p>
SECTION 5 - RESULTS	
<p>Based on the Workplace First Aid Risk Assessment, the following first aid kit(s) and additional supplies are required:</p> <p>_____ Type 1: Personal # of kits _____</p> <p><input checked="" type="checkbox"/> Type 2: Basic # of small kits <u>2</u> # of medium kits _____ # of large kits _____</p> <p>_____ Type 3: Intermediate # of small kits _____ # of medium kits _____ # of large kits _____</p> <p>Additional details (additional supplies, kit locations, etc.):</p> <p><u>2 Type 2 Kits - size small - one on each floor (floor 1 - reception, floor 2 - break room)</u></p>	

Appendix E - Definitions and Abbreviations

Advanced First Aid Certificate means a certificate issued by an approved organization or person for the successful completion of a first aid course consisting of at least 35 hours of instruction. This training is typically completed during a 5-day work week where classes are held for 7 hours a day.

Approved organization or person means an organization or person approved to provide first aid courses. In PEI these organizations include St. John Ambulance, Canadian Red Cross Society, Heart and Stroke or other organization approved by another jurisdiction in Canada.

Emergency First Aid Certificate means a certificate issued by an approved organization or person for the successful completion of a first aid course consisting of at least 6.5 hours of instruction. This training is typically completed in a day-long session or over two-evening sessions.

Emergency Medical Services means a network of services coordinated to provide aid and medical assistance, from primary response to definitive care, involving personnel trained in the rescue, stabilization, transportation, and treatment of persons experiencing traumatic or medical emergencies. In PEI, emergency services include provincial and community hospitals, Emergency Medical Service (EMS) paramedics and volunteer fire departments.

First Aider means a person who holds a valid first aid certificate as required by the regulations.

Hazard means any situation, thing, or condition that may expose a person to harm and the risk of injury or occupational disease.

Low Risk Work means work activities which have low likelihood of harm and overall low severity of impact from those harms. Typically low risk work is of an administrative, professional or clerical nature that does not require substantial physical exertion or exposure to work processes, substances or other conditions that are potentially hazardous.

OHS means Occupational Health and Safety.

Record means a document that states results achieved or provides evidence of activities performed.

Risk is the combination of the likelihood of the occurrence of harm and severity of that harm.

Readily Accessible means capable of being reached quickly and safely, without the use of tools or keys, for the purposes of use or maintenance.

Regularly Employed includes seasonal employment with a recurring period of employment that exceeds 12 weeks.

Standard First Aid Certificate means a certificate issued by an approved organization or person for the successful completion of a first aid course consisting of at least 13 hours of instruction. This training is typically completed in a 2-day session.

Appendix E - Definitions and Abbreviations

Working Alone means the worker is working in circumstances where assistance is not readily available to the worker in the event of injury, illness or an emergency. Those working alone must have adequate training and first aid provisions available to them.

Workplace means a place where a worker is or is likely to be engaged in an occupation and includes a vehicle, fishing vessel or mobile equipment used by a worker in an occupation.

Work Other Than Low Risk Work means work activities that have a higher likelihood and greater severity of harm resulting from an incident.

Workplace First Aider means a worker with a valid first aid certificate. Names and contact information of first aiders must be posted at the workplace.

Workplace First Aid Risk Assessment means a process used to determine the risk level in a workplace and to ensure that the workplace first aid services, first aid kits and supplies provided by the employer are adequate for the hazards identified.

Appendix F – Viewing and Accessing the CSA Standards

Many regulations made under PEI’s Occupational Health and Safety Act requires compliance with standards published by the [CSA Group](#). These standards define requirements for reducing the risk of workplace injuries.

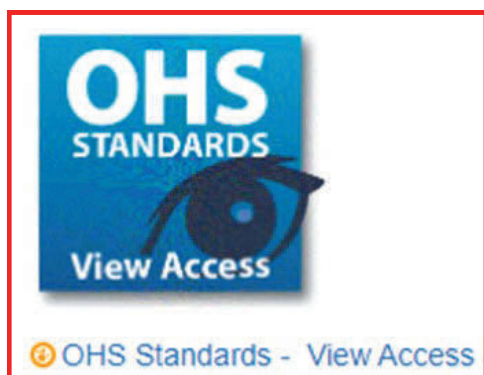
CSA allows free (viewable only) access to standards referenced in the regulations. Registration with "CSA Communities" is required to view the standards; however, you are under no obligation to purchase anything.

Users can register for a username through [CSA Group’s online Communities of Interest \(COI\)](#) platform.

Once the account is created, enter the site to start navigating through the CSA Standards by selecting the orange “View Standards” icon.



Then, scroll down and select “OHS Standards – View Access”



Select “Prince Edward Island” from the list of jurisdictions and scroll through the list of standards.