

Date		Workplace Location		Assessment Team	
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WORKPLACE FIRST AID RISK ASSESSMENT TEMPLATE

STEP 1 – Determine First Aid Risk Level by Completing a First Aid Risk Assessment

To determine the first aid risk level for your workplace, review the following information and refer to the **Risk Assessment Index** at the end of this appendix to choose the most suitable risk rating for each hazardous job task. For more information, see Chapter 4 – Workplace First Aid Risk Assessment.

Hazardous Job Tasks

Have any of the work tasks resulted in a **workplace injury** in the past?

For example: past injuries provide insight into potential hazards in the workplace and what first aid treatment may be required.

Use the table below to identify and assign a risk rating to all the hazardous job tasks where first aid may be required should an injury happen.

Hazardous Job Task	Resulting Injury	Appropriate First Aid	Risk Rating *Use Risk Assessment Index

Distance to Emergency Professional Medical Care

For example: proximity to professional medical services, including ambulance services, can impact the risk rating. Locations that are further away may increase the risk level.

Is the worksite reachable by ambulance service? Yes No

If **no**, is there a plan to transport the worker to the nearest medical facility?

Are ambulance attendants able to access the injured worker? Yes No

If **no**, is there a plan to transport worker to ambulance attendants?

Having a plan for transporting injured workers safely to the ambulance attendant ensures that emergencies can be managed effectively.

First Aid Risk Level for Your Workplace

The overall risk level is determined by the hazardous job task that has the highest individual risk rating.

Based on the results of this First Aid Risk Assessment, this workplace has the following risk level.

Low Risk **Moderate Risk** **High Risk**

STEP 2 – Select the Appropriate First Aid Kit

Consider the following information to determine the type, size and quantity of First Aid Kits. See Chapter 5 – First Aid Kits for more information.

Selecting the Type of First Aid Kit

Based on the results of the Workplace First Aid Risk Assessment this workplace requires the following First Aid Kit.

One Worker = Type 1 - Personal **Low Risk** = Type 2 - Basic **Moderate Risk to High Risk** = Type 3 – Intermediate

For example: one worker may require more than a personal first aid kit depending on the risk level of their work, as higher risk work could necessitate additional first aid supplies.

Additional First Aid Supplies

Does the workplace require any additional supplies to provide adequate first aid treatment? **Yes** **No**

Are there employees with known disabilities or medical conditions requiring specialized first aid treatment or supplies? **Yes** **No**

Selecting the Size and Number of Kits

Workplace Layout

Is the workplace spread over more than one level or has multiple buildings? **Yes** **Total Floors** ____ **Total Buildings** ____ **No**

For example: the layout and structure of a workplace, such as having multiple levels or buildings, can affect the size, quantity and placement of first aid kits.

Use of boats and vehicles

Is the workplace a vessel or a vehicle used for transporting workers to work? **Yes** **Seating Capacity** ____ **No**

For example: if the vessel or vehicle is being used for transportation purposes, a Type 3 kit is required. The size of the kit is determined by the seating capacity of the vessel or vehicle being used.

First Aid Kits Required		
Select the appropriate first aid kit for your workplace. Consider the type, size and number of kits required for the workplace. See Chapter 5 – First Aid Kits for more information.		
<input type="checkbox"/> Type 1-Personal (One Worker) Number of kits needed _____	<input type="checkbox"/> Type 2-Basic (Low Risk) Number of small kits needed _____ Number of medium kits needed _____ Number of large kits needed _____	<input type="checkbox"/> Type 3-Intermediate (Moderate to High Risk) Number of small kits needed _____ Number of medium kits needed _____ Number of large kits needed _____
Additional First Aid Supplies Required. 1. 2. 3.		

STEP 3 – Select the Appropriate First Aid Training

Consider the following information to determine how many Workplace First Aiders are needed. For more information see Chapter 6 – First Aid Training.

First Aid Training Level Required

Based on the results of the Workplace First Aid Risk Assessment this workplace requires the following level of first aid training.

Low Risk = Basic First Aid Training **Moderate Risk** = Intermediate First Aid Training **High Risk** = Advance First Aid Training

Number of Workers at the Workplace

What is the **maximum number of workers** at the workplace during any shift?

2-25 **26-50** **51-100** **100+**

Work Schedules

Does this business operate in multiple shifts? **Yes** **Total shifts** ____ **Workers per shift** ____ **No**

For example: a Workplace First Aider must be present whenever workers are at the workplace.

Workplace Layout

Is the workplace spread over more than one level and/or has multiple buildings? **Yes** **Total Floors** ____ **Total Buildings** ____ **No**

For example: the layout and structure of a workplace, such as having multiple levels or buildings, can affect the placement and accessibility of Workplace First Aiders to provide first aid treatment.

Workers on Leave

Is there always a Workplace First Aider available in your workplace to ensure continuous coverage in case of absence or leave? **Yes** **No**

For example: Workplace First Aider must be present whenever workers are at the workplace. Consider training additional Workplace First Aider(s) to provide coverage when necessary.

Total Workplace First Aiders Required

Employers must determine the number of First Aiders needed per shift based on the First Aid Risk Assessment.

First Aiders per shift ____ X Total Shifts ____ = **Total Workplace First Aiders Required** ____

Risk Assessment Index

Use the **Risk Assessment Index** below to assign a risk rating for each hazardous task identified in **STEP 1 of the First Aid Risk Assessment Template**.

Risk Frequency

Determine the frequency of risk occurrence. If the hazardous task poses a risk of finger cuts, the frequency of occurrence may vary.

Extremely Improbable	A risk or incident that is nearly impossible, like a finger cut occurring in an office setting where no sharp tools are present.
Improbable	A cut caused by a rare incident, such as an equipment failure leading to a sharp object causing an injury in a non-manual office environment.
Sometimes	Occurring occasionally, possibly once a year, from using tools in the workplace, even with safety measures like gloves or cut-resistant materials.
Often	Cuts happen every month or quarter, when employees handle small sharp objects without consistent protective measures in place
Frequent	It happens regularly, perhaps weekly or even daily, in a job where workers routinely handle sharp tools or materials without adequate protective gear.

Risk Severity

Determine the severity of the injury or illness. If the injury is a cut, the risk severity can be assessed using the table below.

Negligible	A minor finger cut, like a paper cut, that requires no medical attention or first aid.
Minor	A small cut that requires simple first aid, such as a bandage, but does not affect the worker's ability to work.
Moderate	A laceration to the finger that often requires stitches and medical attention, it may lead to the worker not being able to work.
Major	A deep cut or finger injury, such as a tendon injury, leading to several days or weeks off work.
Catastrophic	A loss of the finger or a life-threatening infection from a severe finger cut that could lead to long-term hospitalization.

Risk Assessment Index					
Use the table below to assess the frequency of an incident and the severity of any potential injuries. Record the Risk Rating for each Hazardous Job Task in the table in STEP 1. This information is used to select the appropriate first aid kit and training					
Risk Frequency	Risk Severity				
	Negligible	Minor	Moderate	Major	Catastrophic
Extremely Improbable	Low Risk	Low Risk	Low Risk	Low Risk	Moderate Risk
Improbable	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
Sometimes	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
Often	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
Frequent	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk

Note - The Risk Rating may be reduced by implementing effective safety controls such as proper employee training, regular equipment maintenance, hazard identification, and the use of personal protective equipment to prevent injuries or illnesses before they occur.