

COMMUNITY SOCIAL SERVICES

Health & Safety  
Association of BC



**First Aid Updates  
November 2024**

## TERRITORIAL ACKNOWLEDGEMENT

CSSHSA humbly and respectfully acknowledges the unceded lands of more than 200 distinct First Nations in British Columbia.

We further acknowledge that colonization and associated attitudes, policies, and institutions have significantly changed Indigenous peoples' relationship with this land.

In our work and in our lives, we are committed to listening and learning, to truth and reconciliation, and to finding better ways of being on this land.



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# First Aid Resources

## FIRST AID



### What's New?

As of November 1, 2024, WorkSafe BC has updated the OHS Regulations with First Aid requirements to align with the Canadian Standard Association for First Aid training and supplies. This is significantly different than the prior requirements.

To help with Community Social Services members, resources and tools have been developed to help guide through the changes. Follow the links to access these resources.

For more information about regulatory changes, please find the information available from WorkSafe BC.

[VIDEO](#)

[WEBPAGE](#)



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With Suncha Satney

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# 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 (OHS Guidelines for Part 3: Occupational First Aid)
- 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](#)

**WorkSafeBC First Aid Assessment Worksheet**

Using this worksheet  
Every employer in B.C. needs to prepare a written first aid assessment for each of their workplaces. Use this worksheet to document the minimum and additional first aid required for your workplace. Consult 31.1.2 of the Occupational Health and Safety (OHS) Guidelines for more information, including how to determine the number of workers and hazard rating for your workplace.

Employer's name	Location assessed
Shift name and/or time	Assessment date or date of review
Workers consulted	Detail of consultant(s), joint committee and/or workers
<input type="checkbox"/> Joint committee participated of approval	Contact number (optional)
Documented by	

**Minimum first aid**  
Determine the number of workers per shift  
Count every worker at your workplace or worksite or on the shift, including dispatched workers, managers, and supervisors.

**Maximum number of workers at this location or on this shift**

Determine your hazard rating  
1. Is this a separate administrative location?  
 Yes  
If yes, your hazard rating is Low (skip question 2 and check off "Low" at bottom of page)  
 No  
If no, refer to the [Workplace hazard rating](#) document (click the link or scan the QR code) to find the hazard rating assigned to your classification unit (CU).  
What is your CU?  
What is the hazard rating assigned to your CU?

2. Are work activities at the location typical of your CU?  
 Yes  
Check off the hazard rating assigned to your CU  
 No, work activities are more consistent with activities of another CU with a higher hazard rating  
Alternative CU Reasoning (tasks performed)  
Check off the hazard rating assigned to the alternative CU

Hazard rating  
 Low  Moderate  High

**WorkSafeBC First Aid Assessment Worksheet**

Determine if your workplace is remote and/or less accessible  
1. Determine if your workplace is remote:  
Is your workplace in the nearest ambulance station operated by British Columbia Emergency Services (BCES) or a health care facility (HCF) accessible to your workplace?  
Must be made accessible to BCES/ HCF attendants must be considered remote.

IS station ->  Not remote If more than 30 minutes ->  Remote  
is less accessible.

Is your area?  
**Group 2 areas (hazardous areas)**  
 Confined spaces or areas where there is a risk of entrapment  
 Underground work areas  
 Excavations  
 Areas that are only accessible by ladders, scaffold, or temporary work platforms  
 Work areas at high angles, or where an unguarded fall hazard exists  
 Areas where a drowning hazard exists (work on or over water)  
 Areas requiring specialized personal protective equipment (PPE) or areas where hazardous atmospheres that exist  
 Other hazardous areas not accessible to BCES/ HCF attendants  
Describe

If you checked one or more of the boxes in Group 2, your workplace is less accessible, unless all the following conditions are met:  
 Workplace is not remote  
 No boxes in Group 1 are selected  
 Alternative provisions are in place to safely rescue workers from the hazardous area to an area accessible to BCES/ HCF  
Your workplace is not less accessible  
is your workplace and there are no hazardous areas where BCES/ HCF attendants will be required from accessing these areas, your workplace is not less accessible.

Workplace is not less accessible



# First aid assessment

Question	Answer
Is there a first aid kit available at the location?	Assessment date: <input type="text"/>
Is there a first aid officer or designated first aid person at the location?	Assessment date: <input type="text"/>
Is there a first aid facility at the location?	Assessment date: <input type="text"/>
Is there a first aid training program for workers at the location?	Assessment date: <input type="text"/>

If you are an employer, you need to do a written assessment to determine the first aid equipment, supplies, and facilities required at each of your workplaces. This worksheet is provided to help you conduct and document that assessment.

An [interactive online tool](#) is also available.



See [First aid requirements](#) for more information and resources.

[WorkSafeBC](#) – click here to go to the site

## 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 –  
(*Guideline* pages 10-11)
2. The hazard rating – assigned by WorkSafeBC for the purpose of defining first aid-related requirements
  - Classification Unit 766007 – Counselling or Social Services has a **Low** hazard rating
  - Classification Unit 766010 – Life and Job Skills Training has a **Low** hazard rating
  - Classification Unit 766017 – Residential Social Service Facility has **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

- *(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.

# When to conduct drills



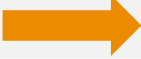
- At least once each year, *and*
- Whenever the procedures change substantively; for example:
  - Change in transportation methods
  - Change in protocol for summoning the first aid attendant
  - Change in workplace class
  - Change in the level of required FA certification
  - Change to rescue procedures

# Procedures and Processes Assessed during First Aid Drills *(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				

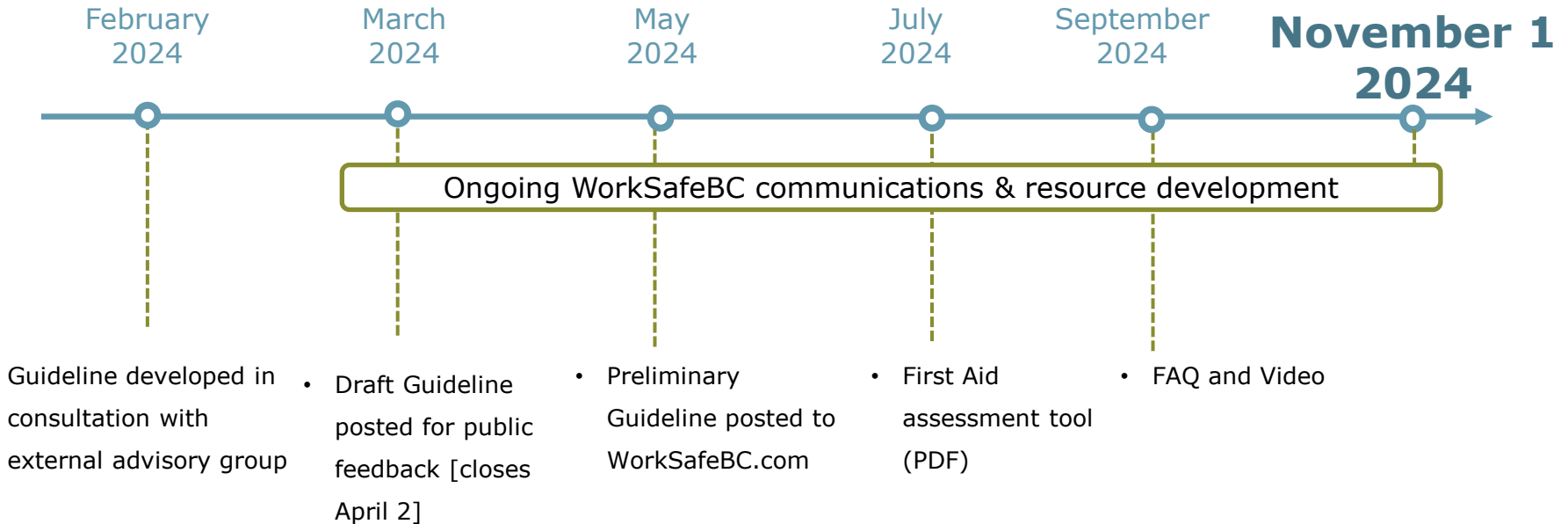
**Level 1, 2 or 3** first aid certificates issued before November 1, 2024, that have not expired are considered a basic, intermediate or advanced first aid certificate, respectively.

# 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



# Guidelines Summarized

## 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
- The final version of the Guideline is available on [WorkSafeBC.com](https://www.worksafebc.com)
- 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](#)
- Guideline: [OHS Guidelines for Part 3 - Occupational First Aid | WorkSafeBC](#)

# G3.15-1 Nurses acting as first aid attendants in health care facilities

- The revised guideline (formerly G3.15(b)-1) outlines the following requirements:
  - WorkSafeBC-approved first aid training providers may issue an intermediate first aid certificate to a registered nurse or registered psychiatric nurse on receipt of a written request from an employer offering health care services confirming that:
    - The individual is currently employed, primarily as a practicing nurse, and holds a valid license issued by the BC College of Nurses and Midwives
    - The nurse has reviewed and completed the WorkSafeBC [jurisprudence package](#) or received other equivalent training
    - The nurse has successfully completed a Basic Life Support course within the past 3 years
  - The intermediate first aid certificates issued to nurses are not transferable to other industries.



# G3.15-1 Nurses acting as first aid attendants in health care facilities

- The revised guideline also states:
  - Nurses are obligated by the professional standard of their licence to function only within their level of competence. Employers that wish to utilize registered nurses as first aid attendants under this provision must first ensure the nurse:
    - Is willing to act in the capacity of a first aid attendant
    - Confirms they have training in the knowledge and skills associated with intermediate first aid attendants
    - Has operational capacity to fulfil the duties required by section 3.21 of the Regulation

