

## Conducting the assessment

### Step 1:

#### Identify the workplace.

First identify the workplace for which first aid is required. As a result of this step, you may determine that you have more than one workplace. An assessment of the first aid requirements for *each* workplace must be done.

#### Is the workplace at one location only?

For most workplaces with one location, there is one workplace. However, if there is more than one location or if there are lodgings, there may be more than one workplace. Consider the factors in the following table to see if they apply to your workplace. In any situation, the factors may point to different conclusions. It is then necessary to weigh those factors indicating one workplace against those indicating separate workplaces. After considering all the factors, you should choose the option that provides the greatest level of first aid service.

#### Location factors

Factor No.	Factor	Indication of one workplace	Indication of separate workplaces
1	Location or locations are under the control of one employer.	Yes	
2	Location leased by one employer is part of a larger property which may be leased to others		Yes
3	Locations controlled by one employer are separated by locations controlled by other employers.		Generally yes, but depends on circumstances. See 6.
4	Locations of one employer are more than 20 minutes apart from each other.		Yes
5	A public roadway separates locations of one employer from each other in an urban area.		Yes
6	Though adjoining, locations of one employer are separated by physical barriers.		Yes
7	Though controlled by one employer, the locations are under separate administrative structures.		Yes

#### Lodgings

Lodgings at or near the workplace, generally within 10 minutes, should be considered part of the workplace. First aid service should be based on the total workforce present at the place of work and in the lodgings at any time. This does not apply to a company town or to motels or hotels where workers have lodgings in a nearby town.

The employer providing lodgings may allow other employers on the site to accommodate their workers there. The employer providing the lodgings is responsible for ensuring that first aid service is provided for all workers in the lodgings, unless other arrangements are made.

Lodgings that are not at or near the workplace may be considered a separate workplace. The level of first aid service must be determined by conducting an assessment based on the number of workers in the lodgings. This includes workers such as cooks and cleaners who perform their daily work there as well as others who work elsewhere but spend free time there.

The employer may be able to provide the required first aid services for the lodgings and the workplace by moving the same first aid personnel and equipment from one place to the other as the workers move.

#### *Multiple employer workplaces*

Refer to OHS Guideline G3.20 for more information on multiple employer workplaces where there is a prime contractor.

#### **At the end of Step 1**

An assessment is required for each workplace identified in Step 1. If you are using the [worksheet](#) provided on the web site, fill in a separate sheet for each workplace since the requirements may be different.

#### **Step 2:**

##### **Determine the hazard rating as low (L), moderate (M), or high (H).**

All classification units (CU's) are assigned a hazard rating for the purpose of the first aid assessment. You can find your rating on the classification unit description sent out every year or access it at:

<https://www.worksafebc.com/en/insurance/know-coverage-costs/find-classification-industry-rate>

If you decide that your workplace is not typical of the industry and that the assigned hazard rating is not appropriate, you can contact Certification Services at 604-276-3090 or 1.888.621.7233 local 3090 and discuss the process of assessing your level of risk and hazards to determine if an alternate hazard rating is appropriate.

#### **At the end of Step 2**

Record your hazard rating (L, M, or H) on the worksheet and use it in the next step.

#### **Step 3:**

##### **Consider surface travel time to hospital.**

Tables 1-6 in "[Schedule 3-A: Minimum Levels of First Aid](#)" in the *Regulation* have different levels of first aid service that are based on how long it takes to transport an injured person to a hospital and the number of workers per shift.

The definition of "hospital" for the purpose of the assessment is "a hospital or diagnostic and treatment centre that has an emergency department or resuscitation area and a physician on duty, or immediately available on call, during the hours when workers might need these services."

**(a) Does it take more than 20 minutes to travel to hospital (by road or water) during working hours?**

The calculation of time is based on the normal time to safely transport an injured worker on a stretcher by land or water, having consideration for the weather, road conditions, traffic patterns, and other factors that may affect travel and are likely to prevail during working hours.

Check that the hospital or treatment facility

- Has an emergency department or resuscitation area
- Has a physician on duty or immediately available on call
- Is open during your working hours

Facilities with the designation *hospital, health care centre, clinic, diagnostic and treatment centre, first aid post, and diagnostic facility* offer different levels of patient care and various hours of operation. Some of these facilities have B.C. Ambulance bypass protocols in place. Bypass protocols are put in place if the local clinics or hospitals are unable to receive trauma patients during certain hours. The same "bypass" rules may apply to accepting the employer's emergency transportation vehicle or industrial ambulance.

As a result of the hours of service at the nearest treatment facility, you may find that the hospital for the day shift is closer than the hospital available for the night shift, and therefore a different table with different required first aid services would be used for the different shifts.

**At the end of Step 3**

On the worksheet, record the distance from hospital and the table for your workplace

- Travel time of more than 20 minutes: Use Table 1 for L rating, Table 3 for M rating, or Table 5 for H rating.
- Travel time of 20 minutes or less: Use Table 2 for L rating, Table 4 for M rating, or Table 6 for H rating.

**Step 4:**

**Determine the number of workers on a shift.**

For each workplace, the assessment must include the number of workers who may require first aid at any given time. The term "workers" includes managers and supervisors.

**(a) Are all the workers at one location during the shift?**

If yes, this is the number of workers (including managers and supervisors) to count. If there are workers who are dispatched from a central workplace or workers in lodgings, they may need to be included in the first aid requirements for the central workplace. You can use the following method to count these workers.

*Dispatched workers*

Include dispatched workers within 20 minutes' surface travel time from the central workplace

- Count as one worker each dispatched worker who stays within 20 minutes' surface travel time from the central workplace for more than 50% of the shift.
- Count one-quarter of the number of workers who stay within 20 minutes' surface travel time from the central workplace for 10% to 50% of the shift (but are farther away for the rest of the shift).

It is required that dispatched workers who work alone and travel more than 20 minutes from the central workplace carry their own first aid personal kit. Refer to "First Aid Kits: Recommended Minimum Contents."

#### *Workers in lodgings provided by the employer*

- Include workers in lodgings at or near the workplace (within 10 minutes' travel time). The number of workers per shift should include all workers on shift and those in the lodgings.
- As determined in Step 1, if the lodgings are more than 10 minutes from the workplace, the lodgings should be considered a separate workplace and have a separate first aid assessment.

#### **(b) How many workers per shift are there?**

Count the number of workers for each shift. Use the table you identified in Step 3 and find the number of workers per shift in Column 1.

#### **At the end of Step 4**

You have now determined which row in your table to use for each shift. The next step will take you through the remaining columns corresponding to the row you have just identified for the number of workers on a shift in your workplace. If there is more than one shift with different requirements, complete the information for each shift.

#### **Step 5:**

#### **Find the required first aid services for your workplace.**

Step 5 looks at the required level of first aid coverage needed for your workplace by looking at each column of the row you selected in your table in the previous step. Keep in mind the type of injuries that could potentially occur in your workplace - see [Step 2\(c\)](#). This will help you decide whether the required minimum service is adequate and appropriate for your workplace.

(a) Look at Column 2 of your table from Step 3. What supplies, equipment, and facilities are needed?

Column 1 lists the following:

- The level of first aid kit required, and its recommended contents (see "First Aid Kits: Recommended Minimum Contents")
- Emergency transportation vehicle (ETV) equipment and industrial ambulance equipment, if required (see "Emergency Vehicles and Equipment")
- Dressing station or first aid room and equipment, if required (see "First Aid Facilities: Recommended Minimum Criteria")

(b) Is this adequate for the type of injuries expected and the distance to medical treatment?

Consider the past need for first aid services and the type of injuries that are likely to

occur in your workplace. If necessary upgrade the facility from that given in the table. See Step 5(f) below for examples.

(c) Look at column 3 of your table. What level of first aid attendant is needed? Column 3 lists the level of first aid attendant and the number of attendants if more than one is required for your workplace.

(d) Is this adequate for the type of injuries expected and the distance to medical treatment? Consider the past need for first aid services and the type of injuries that are likely to occur in your workplace. If necessary, upgrade the level or number of attendants from that given in the table. See Step 5(f) below for examples.

(e) Look at Column 4 of your table. What transportation is needed? Column 4 lists whether an emergency vehicle is required. For recommendations on ETVs and industrial ambulances (and on a mobile treatment centre as an alternative), refer to OHS Guideline 3.16(1.1).

(f) Are there any barriers to reaching medical treatment? This question helps you consider whether there is any potential delay in transporting an injured worker to medical treatment. These include the ambulance response time and remote locations.

Consider the factors that affect the response time of the ambulance service

- Distance from the workplace to the ambulance centre
- Availability of a full-time crew or a part-time crew on call
- Obstructions on the access route to the workplace or other barrier likely to delay the arrival of an ambulance service. For example:
  - Regularly recurring temporary obstructions or barriers, such as railway lines used on a daily basis with railcars blocking access at some point in the day
  - Temporary obstructions or barriers of an isolated nature, such as long-term road closure
  - Permanent obstructions or barriers on the access road, such as cross ditching
- Areas in the workplace that are not safely accessible to the ambulance service, such as access which requires specialized training to effect rescue
- Rough terrain or other similar circumstances that prevent the ambulance from accessing the workplace

If an ambulance is not able to access the workplace, appropriate upgrading includes replacing a Level 2 attendant with a Level 3 attendant and supplying ETV equipment to facilitate preparing a patient for transport. Refer to OHS Guideline 3.16(1.1) for more information on ETVs. The ETV should be appropriate for the terrain to be traversed and the injured or ill worker's condition. The situations for upgrading are listed in the tables in Column 5 (Other Considerations).

Keep in mind the types of potential injuries you have identified. Make sure that the level of attendant and the supplies and equipment are sufficient to deal with any identified delays in reaching medical treatment.

### **At the end of Step 5**

You have determined the first aid services appropriate for your workplace. Add this information to the worksheet. First aid services must meet or exceed the minimum levels required in Schedule 3A.

### **Step 6:**

#### **Review your assessment.**

The first aid assessment must be reviewed annually or whenever a significant change in operations occurs. Keep written records of the results of your review.

### **G3.16(1.1) Basic requirements to meet schedule 3-A**

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#### **Regulatory excerpt**

Section 3.16(1.1) and (2) of the *OHS Regulation* ("*Regulation*") state:

If air transportation is the primary or only method for transporting an injured worker, all of the following requirements must be met:

(1.1) The type and quantity of equipment, supplies, facilities, first aid attendants and services referred to in subsection (1) must be no less than is required by Schedule 3-A.

...

(2) For the purpose of complying with subsection (1), the employer must conduct an assessment of the circumstances of the workplace, including

(a) the number of workers who may require first aid at any time,

(b) the nature and extent of the risks and hazards in the workplace, including whether or not the workplace as a whole creates a low, moderate or high risk of injury,

(c) the types of injuries likely to occur,

(d) any barriers to first aid being provided to an injured worker, and

(e) the time that may be required to obtain transportation and to transport an injured worker to medical treatment.

#### **Purpose of guideline**

The purpose of this guideline is to outline the recommended type and quantity of equipment, supplies, and facilities as required by [Schedule 3-A](#). An assessment under

section 3.16(2) of the *Regulation* may indicate consideration of additional equipment. This may also involve ensuring additional training for the designated first aid attendant.

**Personal first aid kit**

1	10 cm X 16.5 cm sterile pressure dressings with crepe ties
6	Sterile adhesive dressings, assorted sizes, individually packaged
6	14 cm X 19 cm wound cleansing towelettes, individually packaged
1	Waterproof waste bag

**Basic First Aid Kit**

6	14 cm x 19 cm wound cleansing towelettes, individually packaged
10	Sterile adhesive dressings, assorted sizes, individually packaged
6	10 cm x 10 cm sterile gauze dressings, individually packaged
1	10 cm x 16.5 cm sterile pressure dressings with crepe ties
1	Cotton triangular bandage, minimum length of base 1.25 m
1	14 cm stainless steel bandage scissors or universal scissors
1	2.5 cm x 4.5 m adhesive tape
1	7.5 cm x 4.5 m crepe roller bandage
3	Pairs of medical gloves (preferably non-latex)
3	Surgical masks
1	Face shield (or safety eyewear)
1	Waterproof waste bag

Note: A kit that meets the requirements for an Alberta Type P first aid kit is acceptable as a basic kit in B.C.

**Level 1 First Aid Kit**

1	Blanket
24	14 cm x 19 cm wound cleansing towelettes, individually packaged
50	Sterile adhesive dressings, assorted sizes, individually packaged
10	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m crepe roller bandages
2	7.5 cm conforming gauze bandages
1	2.5 cm x 4.5 m adhesive tape
2	Cotton triangular bandages, minimum length of base 1.25 m

2	Quick straps (a.k.a. fracture straps or zap straps)
1	Windlass style tourniquet
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
1	Pocket mask with a one-way valve and oxygen inlet
6	Pairs of medical gloves (preferably non-latex)
6	Surgical masks
2	Face shields (or safety eyewear)
1	Waterproof waste bag
	First aid records

Note: A kit that meets the requirements for an Alberta Number 1 first aid kit is acceptable as a Level 1 first aid kit in B.C. (with the addition of a tourniquet, surgical masks, and face shields)

### **Level 2 First Aid Kit**

1	Blanket
24	14 cm x 19 cm wound cleansing towelettes, individually packaged
50	Sterile adhesive dressings, assorted sizes, individually packaged
20	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
4	Cotton triangular bandages, minimum length of base 1.25 m
2	5 cm x 4.5 m rolls of adhesive tape
2	7.5 cm X 4 m conforming gauze bandages
2	7.5 cm x 4.5 m crepe roller bandages
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
2	Quick straps (a.k.a. fracture straps or zap straps)
1	Windlass style tourniquet
1	Pocket mask with a one-way valve and oxygen inlet
6	Pairs of medical gloves (preferably non-latex)
6	Surgical masks

2	Face shields (or safety eyewear)
1	Waterproof waste bag
	First aid records

Note: A kit that meets the requirements for an Alberta Number 2 first aid kit is acceptable as a Level 2 first aid kit in B.C. (with the addition of a tourniquet, surgical masks, and face shields)

### Level 3 First Aid Kit

1	Blanket
24	14 cm x 19 cm wound cleansing towelettes, individually packaged
50	Sterile adhesive dressings, assorted sizes, individually packaged
20	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	Cotton triangular bandages, minimum length of base 1.25 m
2	5 cm x 4.5 m rolls of adhesive tape
4	7.5 cm X 4 m conforming gauze bandages
4	7.5 cm x 4.5 m crepe roller bandages
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
4	Quick straps (a.k.a. fracture straps or zap straps)
1	Windlass style tourniquet
1	Pocket mask with a one-way valve and oxygen inlet
6	Pairs of medical gloves (preferably non-latex)
6	Surgical masks
2	Face shields (or safety eyewear)
1	Waterproof waste bag
1	Penlight or flashlight
	Patient assessment charts
	First aid records

**A Level 3 first aid kit includes an Oxygen Kit with the following contents:**

1	Portable oxygen therapy unit consisting of a cylinder of compressed oxygen, a pressure regulator, a pressure gauge, a flow meter, non-rebreathing mask, and nasal cannula
1	Oropharyngeal airway kit
1	Manually operated self-inflating bag-valve mask with an oxygen reservoir
1	Digital pulse oximeter
1	Portable suction unit

Note: A kit that meets the requirements for an Alberta Number 3 first aid kit is acceptable as a Level 3 first aid kit in B.C. (with the addition of a tourniquet, surgical masks, face shields, and Oxygen Kit as described above)

Both Level 2 and Level 3 first aid kits may be supplemented in the workplace by the requirement for a dressing station or first aid room facility with the following additional equipment.

**Dressing station** - a dressing station should be at least 4.2 square metres (48 sq. ft.), and have the following dressing station equipment:

3	Blankets
1	Refuse pail with lid
1	Package of paper towels
1	Bifocal magnifier with head strap, 12.5 cm focus
1	Eye cup
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
1	Penlight or flashlight
24	14 cm X 19 cm wound cleansing towelettes, individually packaged
1	150 ml liquid antibacterial soap
4	Cold packs
100	Sterile adhesive dressings, assorted sizes, individually packaged
24	Sterile skin closures, individually packaged
6	20 cm x 25 cm sterile abdominal dressings, individually packaged
3	30 cm x 40 cm sterile abdominal dressings, individually packaged
100	7.5 cm x 7.5 cm gauze sponges
24	7.5 cm x 7.5 cm sterile gauze dressings, individually packaged

24	10 cm x 10 cm sterile gauze dressings, individually packaged
4	7.5 cm x 4.5 m crepe roller bandages
2	10 cm x 16.5 cm sterile pressure dressings with crepe ties
1	7.5 cm x 4.5 m adhesive crepe bandage
2	2.5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 1.8 m conforming gauze bandages
2	7.5 cm x 4 m conforming gauze bandages
6	Cotton triangular bandages, minimum length of base 1.25 m
2	SAM splints or quick splint equivalent
1	#01 4.5 m tubular finger bandage with applicator
1	Kidney basin
1	Wash basin
1	Cold instrument sterilizer with supply of non-rusting germicidal solution
1	Chair suitable for treating injured worker (with a non-porous surface or covered with non-porous material)
	Patient assessment charts
	First aid records
*	Optional consideration of an Automatic External Defibrillator - refer to OHS Guideline G3.16(2)-2

**First Aid Room** - a first aid room should be at least 9.3 square metres (100 sq. ft.). It should have the following:

- Storage cupboards
- A counter
- A toilet, or have a toilet facility as near as practicable
- The following first aid room equipment

3	Blankets
1	refuse pail with lid
1	Package of paper towels
1	Eye lamp, self-illuminating, magnifying
1	Eye cup
1	14 cm stainless steel bandage scissors

1	11.5 cm stainless steel sliver forceps
1	15 cm stainless steel thin nosed plier-type forceps
1	Universal scissors
1	Penlight or flashlight
36	14 cm x 19 cm wound cleansing towelettes, individually packaged
1	150 ml liquid antibacterial soap
6	Cold packs
100	Sterile adhesive dressings, assorted sizes, individually packaged
48	Sterile skin closures, individually packaged
6	20 cm x 25 cm sterile abdominal dressings, individually packaged
3	30 cm x 40 cm sterile abdominal dressings, individually packaged
6	Sterile eye pads, individually packaged
200	7.5 cm x 7.5 cm gauze sponges
72	7.5 cm x 7.5 cm sterile gauze dressings, individually packaged
72	10 cm x 10 cm sterile gauze dressings, individually packaged
6	7.5 cm x 4.5 m crepe roller bandages
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m adhesive crepe bandages
2	2.5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 4.5 m rolls of adhesive tape
4	5 cm x 1.8 m conforming gauze bandages
4	7.5 cm x 4 m conforming gauze bandages
6	Cotton triangular bandages, minimum length of base 1.25 m
4	SAM splints or quick splint equivalent
1	#01 4.5 m tubular finger bandage with applicator
1	Kidney basin
1	Wash basin
1	Cold instrument sterilizer with supply of non-rusting germicidal solution
1	Chair suitable for treating injured worker with a non-porous surface or covered with a non-porous material

1	Bed approximately 2 m long X 75 cm wide, with a mattress having a non-porous surface or covered with a non-porous material
2	Pillows with a non-porous surface or covered with a non-porous material
4	Sheets
1	Portable urinal, if overnight care may be required
1	Bedpan, if overnight care may be required
	Patient assessment charts
	First aid records
*	Optional consideration of an Automatic External Defibrillator - refer to OHS Guideline G3.16(2)-2

Note: At a remote workplace (more than 2 hours' surface travel time to a hospital), a first aid room should be equipped to provide reasonable overnight care for two injured workers and be used exclusively for first aid purposes.

### **First aid facilities general requirements**

Schedule 3-A, Minimum Levels of First Aid in the *Regulation*, contains the minimum levels of first aid required for various workplaces. Tables 1-6 indicate in column 2 whether or not a first aid facility is required, and, if a facility is required, what type (dressing station or first aid room). The list above specifies the equipment required in each facility. Below gives guidance on how to set up a first aid facility and some specific recommendations for dressing stations and first aid rooms.

Under section 3.16(4) of the Regulation, a first aid facility must be kept clean, dry, ready for use, and must be readily accessible at any time a worker works in the workplace.