



Saskatchewan  
Labour

# Occupational Health & Safety

## First Aid in Saskatchewan Workplaces



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## General Requirements

Employers, contractors or owners must provide first aid training and have first aid supplies at their workplaces. The number of first aid attendants needed, the extent of first aid training, as well as the amount and the type of first aid supplies required, depend on the following factors.

- The number of workers at the place of employment at any time.
- How hazardous the work is.
- The distance to a medical facility.

Consult Part V, *First Aid of The Occupational Health and Safety Regulations, 1996* for a complete description of requirements and Table 1 of this guide for a summary.

## Exemptions

No first aid training or supplies are required for:

- Medical facilities where a physician or registered nurse is always readily available.

Worksites that are entirely administrative, professional or clerical (classified as low hazard work) located within 30 minutes of a medical facility.

## First aid training

There are many agencies that supply this training in the province. It is the employer's duty to ensure the agency has competent instructors that have successfully completed instructor training and to ensure that the course meets the requirements of the Regulations.

***Class A attendant*** - A Class A first aid attendant requires a minimum of 18 hours of combined First Aid and CPR training: a 14-16 hour course in first aid plus four to six hours of training in cardiopulmonary resuscitation (CPR)<sup>[1]</sup>. Emergency First Responder training meets this training requirement. (Note: The revised 3 to 4 hour CPR A training provided by the National Heart and Stroke Foundation is considered to be sufficient to meet the intent of the CPR training requirement).

***Class B attendant*** - A Class B attendant requires a minimum of 68 hours of First Aid and CPR training: 60-80 hour course plus from eight to ten hours of training in CPR.

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***EMT - An Emergency Medical Technician (EMT)*** must be licensed in Saskatchewan.

***Certificate renewals*** - Certificates for First Aid training must specify the conditions for renewing the certificate and a renewal period that is no greater than every 3 years.

Table 1 shows the number of first aid personnel and the level of training needed for each type of workplace, depending on:

- The number of workers at the place of employment at any time: Sufficient personnel must be trained to a level that ensures the requirement is met on any shift.
- How hazardous the work is.
- The distance to a medical facility.

Where rescue personnel are required by regulations, the employer or contractor must ensure that at least one Class A attendant is readily available during work hours. Rescue personnel are required where workers:

- may be at risk from an immediately dangerous atmosphere (regulations 90[2] and 274[b])
- could fall and drown (regulation 108[2][a])
- may be at risk from exposure to an energized electrical conductor (regulation 467[2][b]).

### ***Written Plan for Infectious Diseases***

The employer, in consultation with the Occupational Health Committee, must prepare and implement a written infectious disease plan for first aid attendants who may be likely to be exposed to infectious materials when providing first aid. The plan, its contents, implementation and review are required by Section 85 of the Regulations. The plan must address hazard and risk information, preventative measures and training. See the Regulation for more information on this requirement.<sup>1</sup>

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<sup>1</sup> Consult *The Occupational Health and Safety Regulations, 1996* for the required content of first aid courses.

## First aid supplies

All worksites (except those previously mentioned as being exempt) must have a first aid station equipped with a first aid box, a first aid register and an instruction manual. Any required emergency phone numbers or procedures should also be posted by the first aid station.

During transport - When workers are transported by an employer or contractor to or from work, or at work, a first aid station or medical facility may not always be readily accessible. In these situations, first aid boxes must be made readily available to those being transported.

### *First aid boxes*

The items required in a first aid box are given in Table 2. Tables 3 and 4 list the additional supplies that are needed when a Class A or Class B attendant is required. Recommended quantities are also included.

### *First aid registers*

All first aid treatment given to a worker while at work must be entered in the register. You must also enter each case that is referred for further medical treatment. The confidentiality of personal medical information must be maintained.

### *First aid rooms*

First aid rooms are required where there are 100 or more workers who are more than 30 minutes from a medical facility. The room must be used exclusively to provide first aid, medical examinations and rest for injured workers. The room must:

- be clean, heated and well ventilated
- have a permanent sink with hot and cold water
- have a cot
- have appropriate first aid supplies
- be under the control of a first aid attendant

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## Transportation

The employer or contractor must ensure that a suitable means of transporting injured workers is available if there is no ambulance service within 30 minutes of the worksite. If the place of employment requires a stretcher (see Table 1) the means of transportation must be capable of accommodating and securing an occupied stretcher and providing protection against the weather.

### *Communication equipment*

Communication equipment must be provided to allow workers to call for transportation. Where reasonably practicable, ensure that vehicles used to transport injured workers are equipped with communication equipment (e.g. cell phone or radio) to allow workers in the vehicles to talk with workers at the scene of accidents and with medical facilities to which injured workers are being transported.

**TABLE 1  
SUMMARY OF FIRST AID REQUIREMENTS<sup>1</sup>**

Minimum: Every place of employment requires a first aid box containing standard supplies (see Table 10 of the Appendix to the regulations), a manual, a register and emergency information. Additional requirements are listed below: (See tables 3 and 4 for lists of “Additional Supplies” referenced in this table).

<b>Workers</b>	<b>Close</b> (1/2 hour or less to medical facility)	<b>Distant</b> (1/2 - 2 hours to medical facility)	<b>Isolated</b> (More than 2 hours' surface transport to medical facility, or normal mode of transport is aircraft)
1	minimum	minimum	minimum
2-4	minimum	minimum plus <ul style="list-style-type: none"> <li>blankets, stretcher and splints</li> <li>Class A attendant and additional supplies - if high hazard work<sup>2</sup></li> </ul>	minimum plus <ul style="list-style-type: none"> <li>blankets, stretcher and splints</li> <li>Class A attendant and additional supplies - if high hazard work<sup>2</sup></li> </ul>
5-9	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies - if high hazard work<sup>2</sup></li> </ul>	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies</li> <li>blankets, stretcher and splints</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies</li> <li>blankets, stretcher and splints</li> </ul>
10-20	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies</li> <li>blankets, stretcher and splints</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies</li> <li>blankets, stretcher and splints</li> </ul>
21-40	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies</li> <li>blankets, stretcher and splints</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>Class B attendant and additional supplies - if high hazard work<sup>2</sup></li> <li>Class A attendant and additional supplies if not high hazard work</li> <li>blankets, stretcher and splints</li> </ul>
41-99	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>Class B attendant and additional supplies - if high hazard work<sup>2</sup></li> <li>Class A attendant and additional supplies for other work</li> <li>blankets, stretcher and splints</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>Class A attendant and additional supplies - if low hazard work<sup>3</sup></li> <li>EMT - if high hazard work<sup>2</sup></li> <li>Class B attendant and additional supplies for other work</li> <li>blankets, stretcher and splints</li> </ul>
100+	minimum plus <ul style="list-style-type: none"> <li>2 Class A attendants and additional supplies</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>first aid room</li> <li>1 EMT and 1 Class B attendant and additional supplies - if high hazard work<sup>2</sup></li> <li>2 Class A attendants and additional supplies for other work</li> <li>blankets, stretcher and splints</li> </ul>	minimum plus <ul style="list-style-type: none"> <li>first aid room</li> <li>1 EMT and 1 Class B attendant and additional supplies – if high hazard work<sup>2</sup></li> <li>2 Class A attendants and additional supplies for low hazard work<sup>3</sup></li> <li>2 Class B attendants and additional supplies for other work</li> <li>blankets, stretcher and splints</li> </ul>

- Hospitals, medical facilities and other health care facilities where a physician or registered nurse is always readily available and close places of employment where the work is entirely low-hazard work are exempt.
- Activities that constitute high hazard work are listed on the next page (see Table 8 of the Appendix to the regulations).
- Low hazard work is work 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.



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*Activities that constitute high hazard work*

- Building construction
- Drilling for gas, oil and minerals
- Service for gas and oil wells and power tong service
- Logging
- Sawmilling
- Iron and steel processing and fabrication
- Road construction, earthwork, tunnelling and trenching
- Local and provincial hauling and trucking
- Mining and smelting
- Exploration drilling, shaft sinking, quarrying and crushing of rocks
- Manufacturing of concrete block, brick, artificial stone and other clay and cement products
- Power line construction and maintenance

TABLE 2

**REQUIRED CONTENTS OF THE FIRST AID BOX AND  
RECOMMENDED QUANTITIES PER NUMBER OF WORKERS**

<b>Supply</b>	<b>&lt;10 workers</b>	<b>10-40</b>	<b>&gt;40</b>
Antiseptic, wound solution or antiseptic swabs	50-100 ml bottle 10-25 swabs	X 2	X 3
Bandage - adhesive strips and hypoallergenic adhesive tape	12-50 strips 1-2	X 2 X 2	X 3 X 3
Bandage - triangular, 100 centimetre folded, and safety pins	2-3 4-6	X 2 X 2	X 3 X 3
Bandage - gauze roller, various sizes 5 cm X 5-10 m 10 cm X 5-10 m	2-3 2-3	X 2 X 2	X 3 X 3
Dressing - sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size 5 cm X 5 cm 7.5 cm X 7.5 cm 10 cm X 10 cm 15 cm X 20 cm	8-16 total 2-4 2-4 2-4 2-4	X 2 X 2 X 2 X 2 X 2	X 3 X 3 X 3 X 3 X 3
Dressing - self-adherent roller, various sizes 5 cm X 5 m 10 cm X 5 m	2-4 total 1-2 1-2	X 2 X 2 X 2	X 3 X 3 X 3
Pad with shield or tape for eye	1-2	X 2	X 3
Soap	1	X 1	X 1
Disposable gloves (e.g. nitrile, vinyl) small medium large or one universal size	12-100	X 1	X 1
Pocket mask with disposable one-way rebreathe valves	1 1-2	X 1 X 1	X 1 X 1
Forceps - splinter	1	X 1	X 1
Scissors - bandage	1	X 1	X 1

**TABLE 3****ADDITIONAL SUPPLIES AND EQUIPMENT REQUIRED AND  
RECOMMENDED QUANTITIES PER NUMBER OF WORKERS****CLASS A QUALIFICATIONS**

<b>Supply</b>	<b>&lt;10 workers</b>	<b>10-40</b>	<b>&gt;40</b>
Bag - hot water or hot pack	-	1	X 1
Bag - ice or cold water	-	1	X 1
Bandage - elastic, 5 cm and 10 cm widths	- -	1-2 1-2	X 2 X 2
Sterile burn sheets	-	1-2	X 2

Any other first aid supplies and equipment that are appropriate to the dangers and other circumstances of the place of employment and commensurate with the training of the first aid attendant.

**TABLE 4****ADDITIONAL SUPPLIES AND EQUIPMENT REQUIRED AND  
RECOMMENDED QUANTITIES PER NUMBER OF WORKERS****CLASS B QUALIFICATIONS**

<b>Supply</b>	<b>&lt;10 workers</b>	<b>10-40</b>	<b>&gt;40</b>
Bag - hot water or hot pack	-	1	
Bag - ice or cold water	-	1	
Bandage - elastic, 5 cm and 10 cm widths	- -	1-2 1-2	
Sterile burn sheet	-	1-2	
Stethoscope with a bell	-	1-2	
Sphygmomanometer	-	1	
Thermometer	-	1	
Where there is a potential cause of spinal injury, short and long spine boards with adequate restraining straps and medium and large cervical collars.	- - - -	1 1 1 1	X 1 X 1 X 1 X 1
Emergency oxygen system	-	1	X 1
Bag valve and mask resuscitator	-	1	X 1

Any other first aid supplies and equipment that are appropriate to the dangers and other circumstances of the place of employment and commensurate with the training of the first aid attendant.

***Automated External Defibrillators in the Workplace***

Where an employer has decided to provide an AED in a workplace, they must ensure:

- The device is licensed by Health Canada and is labelled according to their requirements.
- The regular maintenance and inspection of the device.
- The device can be safely used (e.g. they are not to be used in a flammable environment.).
- AED use is integrated into an overall emergency response system. Evidence indicates that when used within 5 minutes of a sudden cardiac arrest, they can increase the chance of survival by 30%. Their use must be promptly followed by more advanced emergency medical services.
- Providers have periodic training, according to the standards of the Heart and Stroke Foundation of Canada and Saskatchewan Health. This training must include CPR training if the provider has not had this training in the last 12 months. It is recommended that some AED providers also have the training and responsibilities of a first aid attendant at the workplace.
- The competency of the instructors who provide the training. Check with the Heart and Stroke Foundation and ensure the instructor's training meets the equivalent of their standard.
- Medical Oversight: AED providers require pre-authorization, by a physician approved by the local health region. Check with the Chief of Staff in your Regional Health Authority.

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## **Contact Information**

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