

Health and Safety Standard

FIRST AID

1 PURPOSE

This standard supports the Hazard/Aspect and Risk Assessment Policy and defines the minimum requirements for workplace first aid.

2 SCOPE

The scope of this standard encompasses the selection, location and access to first aid supplies and equipment, performance requirements for first aid attendants, and transportation requirements during emergencies.

This standard does not apply to contractors nor list specific types of first aid supplies or list Automatic External Defibrillator (AED) equipment properties or technical functions.

This standard outlines the minimum requirements that shall be met or exceeded by SaskPower workers. Failure to comply may result in injuries, performance management or any combination thereof.

The use of the word “shall” within this standard denotes a mandatory action, whereas the use of the word “should” or “may” denotes a recommended action.

3 DEFINITIONS

Distant Worksite – is a worksite that is greater than 30 minutes, but less than two hours travel time from a hospital or medical facility under normal travel conditions.

Isolated Worksite – is a worksite that is more than two hours travel time from a hospital or a medical facility under normal travel conditions or normal mode is by aircraft.

Licence to Practice – is a licence to practice issued pursuant to *The Paramedics Act*.

Medical Facility – is a medical clinic or office where a physician or registered nurse is always readily available.

Public Access Defibrillation (PAD) – is a program developed by the health region to provide private or public access to automated external defibrillators and trained personnel.

Workplace First Aid Risk Assessment – means a process to determine the risk level in a workplace as it relates to the provision of workplace first aid services, first aid kits, and supplies as defined in CSA – Z1220-17, *First aid kits for the workplace* standard.

4 REQUIREMENTS

4.1 GENERAL REQUIREMENTS

Appropriate first aid personnel, supplies, equipment, and transportation shall be provided to workers at every worksite.

Workers at every worksite shall have quick, unimpeded access to first aid supplies, equipment, and treatment.

4.2 FIRST AID RISK ASSESSMENT

4.2.1 FACILITY

Divisions or delegates shall conduct a first aid risk assessment for each facility to determine the minimum requirements for contents of a workplace first aid kit, its classification, size, the number of kits required, their locations, and the appropriate qualifications and number of first aid personnel needed.

The assessment shall be completed by a competent person in consultation with the appropriate Occupational Health Committee using the SaskPower First Aid Risk Assessment Form.

The completed First Aid Risk Assessment shall be made readily available to workers and should be reviewed on an annual basis or whenever there are significant changes in operations.

4.2.2 VEHICLES

All registered corporate vehicles except snowmobiles and trailers shall be equipped with a *Type 2 Basic* first aid kit of appropriate size.

The need for first aid kits onboard SaskPower operated non-registered vehicles (e.g., ATV, UTV, fork-lift, mobile crane, boat) and snowmobiles shall be assessed through the Hazard and Aspect Risk Assessment (HARA) process considering proximity to an existing workplace first aid kit and the nature of the work.

Each Division, with assigned vehicles, shall assess if additional first aid supplies are required based on:

- Specific workplace hazards (e.g., chemical, biological, electrical, fall) and associated injury or illness (e.g., burns, poisoning, asphyxiation, cardiac arrest, immobilization);
- Workers with known medical conditions or disabilities; and
- The quantities of first aid kit items and whether they should be increased for areas with longer EMS response times.

For guidance regarding additional equipment and supplies refer to Section 4.4.1.1.

Divisions may use the Vehicle First Aid Equipment Form to document additional supplies and equipment beyond those included in the *Type 2 Basic* first aid kit.

4.2.3 WORKING ALONE

A *Type 1 Personal* first aid kit is required at work locations where employees work alone and do not have access to a facility or vehicle first aid kit.

4.3 FIRST AID PERSONNEL

4.3.1 FIRST AID ATTENDANTS

There are three levels of first aid attendants: Class A; Class B and Licence to practise.

First aid attendants in facilities shall be provided as determined by the Division's First Aid Risk Assessment(s) and in accordance with Table 9 in *The Occupational Health and Safety Regulations, 2020*.

Workgroups working away from SaskPower facilities that consist of two or more workers require, at a minimum, one Class A first aid attendant at the worksite.

When worksites exceed 25 workers, the first aid attendant numbers or training level may increase; consult Table 9 in *The Occupational Health and Safety Regulations, 2020* for the minimum requirements.

4.3.2 TRAINING

All SaskPower employees, at a minimum, shall be given the opportunity to be trained as a Class A first aid attendant including knowledge in AED operation.

First aid attendant training, at a minimum, shall include the requirements specified in Table 1 or 3 in *The Occupational Health and Safety Regulations, 2020*.

First aid training certificates are valid as per the expiry date on the certificate which is not to exceed three years.

4.4 FIRST AID SUPPLIES

4.4.1 FIRST AID KITS AND EQUIPMENT

First aid kits shall be portable and located at or near the workplace and be accessible during work hours.

The minimum first aid kit items and quantities shall meet or exceed the listings in Tables 1 through 4 of CSA Z1220-17, *First aid kits for the workplace Standard*. Refer to Section 6.2 External Resources for links to the tables.

Minimum requirements for the contents of a workplace first aid kit, including its classification (Type 1, 2 or 3), size (small, medium, or large), number of kits and their locations are determined by performing a workplace first aid risk assessment.

4.4.1.1 ADDITIONAL SUPPLIES AND EQUIPMENT

Additional first aid supplies and equipment may be required based on specific hazards or conditions identified at a worksite. Examples of additional supplies and equipment are provided for guidance.

Medication (over the counter or prescription) shall not be included in first aid kits without receiving approval from Health and Wellness Services.

Where AEDs have been identified as additional equipment they shall be:

- Registered with the applicable Health Region Public Access Defibrillation (PAD);
- CSA approved;
- Compatible in electromagnetic fields; and
- Stored within the temperature range identified by the manufacturer. Sustained storage of the AEDs in temperatures beyond these thresholds may permanently damage the AED and, render it inoperable.

4.4.2 LOCATION

Each Division may require multiple first aid kits distributed throughout the facilities to ensure quick, unimpeded access as determined by the first aid risk assessment.

First aid kits at facilities shall be placed at either first aid stations, first aid rooms or a combination thereof.

4.4.2.1 FIRST AID STATIONS

Each Division shall provide first aid station(s) equipped with proper supplies as identified by the workplace first aid risk assessment, located in areas that are readily accessible and are marked by appropriate signage.

The first aid stations shall also contain a first aid manual (paper or electronic is acceptable) and prominently display appropriate emergency instructions for reaching emergency response personnel.

4.4.2.2 FIRST AID ROOMS

A first aid room shall be made available if there are **100 or more workers** at any one time at a **distant or isolated worksite** in accordance with clause 5-9 of The Occupational Health and Safety Regulations, 2020.

First aid rooms shall meet the requirements of a first aid station as well as:

- Be of adequate size, clean, contain adequate lighting, heat and ventilation;
- A sink with hot and cold water; and
- A cot or bed.

4.4.3 INSPECTION AND MAINTENANCE

All first aid supplies and equipment shall be inspected and maintained by the Division or delegate to ensure they are complete and functional per manufacturers' recommendations.

Inspections for first aid supplies and equipment should not exceed 90 days and restocking of consumable supplies should occur following a first aid event.

Where AEDs are provided, they shall be inspected monthly by assigned personnel as determined by the worksite. Refer to the operating manual or Maintenance Checklist for Automated External Defibrillator for guidance.

4.4.4 DOCUMENTATION AND REPORTING

When first aid treatment is administered to workers the incident shall be reported in the Environmental Safety Software Management System (ESMIS). The incident management module of ESMIS is SaskPower's first aid registry.

The Division or delegate shall develop written rescue plans if required at the worksite as part of providing first aid care. For more information on rescue planning refer to other applicable standards.

4.5 TRANSPORTATION

Divisions are responsible to ensure injured workers requiring emergency transportation are provided suitable transport from the worksite to a medical facility or hospital.

If there is no ambulance service within 30 minutes of the worksite, the Division shall arrange access to suitable, alternate emergency transportation in accordance with clause 5-12 of *The Occupational Health and Safety Regulations, 2020*.

5 IMPLEMENTATION

The requirements of this version of the standard are to be met within six months of the approval date at which time the previous version will be superseded.

6 RESOURCES

6.1 INTERNAL RESOURCES

Related Policies:	Hazard/Aspect and Risk Assessment Policy
References:	SaskPower First Aid Risk Assessment Form Vehicle First Aid Equipment Form
Related Standards:	Confined Space Standard Emergency Response Standard Hazard/Aspect and Risk Assessment Standard
Additional Information:	Maintenance Checklist for Automated External Defibrillator

6.2 EXTERNAL RESOURCES

Related Legislation:	<i>The Occupational Health and Safety Regulations, 2020, Part 5</i>
Related Standards:	<p><i>CSA Z1220-17, First aid kits for the workplace Standard</i></p> <p><i>Table 1 Type 1: Personal first aid kit</i></p> <p><i>Table 2 Type 2: Basic first aid kit</i></p> <p><i>Table 3 Type 3: Intermediate first aid kit</i></p> <p><i>Table 4 Selection of first aid kits</i></p> <p><i>Table A.1 Examples of additional first aid supplies and equipment</i></p>
Additional Information:	<p>AED Manufacturers and Distributors</p> <p>Regina Qu'Appelle Health Region PAD Program</p> <p>Saskatoon Health Region PAD Program</p>

Ownership

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