

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 employer, contractor or owner is required to have a competent person conduct a first aid risk assessment to determine the appropriate classification for the workplace. The classification will identify the minimum requirements for first aid supplies and equipment under the CSA standards.

Refer to [CSA standard Z1220-17](#) for more information about the supplies and equipment that are required.

Consult Part 5, First Aid, of *The Occupational Health and Safety Regulations, 2020 (the Regulations)* for a complete description of requirements.

Exclusions

No first aid training or supplies are required for:

- Medical facilities, such as a hospital, medical clinic, physician's office or nursing home, where a physician or registered nurse is always readily available.
- Worksites where the work performed is entirely low-hazard that are located in close proximity to a medical facility.

First aid training and re-certification

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.¹

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). Emergency First Responder training meets this training requirement.

¹Consult *The Occupational Health and Safety Regulations, 2020* for the required content of first aid courses.

Refer to Table 1 in the Regulations (Minimum Requirements for Class A Qualification) for a list of requirements.

Class B attendant

A Class B attendant requires a minimum of 68 hours of first aid and CPR training:

- A 60-80 hour course, plus eight to 10 hours of training in CPR.

Refer to Table 3 of the Regulations (Minimum Requirements for Class B Qualifications) for a list of requirements.

Licensed to practise

Some workplaces may be required to have first aid personnel who are licensed to practise under *The Paramedics Act*. Refer to Table 9 of the Regulations (Summary of First Aid Personnel Requirements).

License, certificate and qualification renewals

Certificates for first aid training must specify the conditions for renewing the certificate and a renewal period that is no greater than every three years (refer to section 5-6 of the Regulations). First aid personnel who are licensed to practise are required to maintain their certification according to the requirements of *The Paramedics Act*.

First Aid Personnel and Rescue Personnel Requirements

Table 9 in the appendix 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 Occupational Health and Safety Regulations, 2020 require employers, contractors or owners to provide effective written rescue procedures under certain circumstances (see the sections listed below.) Where rescue personnel are required by the regulations, Section 5-5(4) of the Regulations requires at least one Class A first aid attendant to be readily available during working hours.

Some of the regulatory provisions where rescue personnel and first aid personnel are required, are where workers:

- May be at risk from
 - an immediately dangerous atmosphere (Section 18-9[4])
 - falling and drowning (Section 7-22[2][a] and Section 7-22[3])
 - an energized electrical conductor (Section 30-18[2][b])
 - exposure to hazardous materials
- Are in a confined space and are
 - on a life-line
 - using a breathing apparatus or atmosphere-supplying respirator
- May become trapped or incapacitated and the situation may be dangerous to any person involved in a rescue operation (Section 5-3(f))
- May need a water rescue or high-angle rescue
- Require rescue while fire-fighting

Written plan for infectious materials

Exposure control plans are required if workers are required to handle, use or produce infectious materials or organisms, or are likely to be exposed. See Section 6-22 of the Regulations for more information on the requirements for an exposure control plan.

The employer, in consultation with the Occupational Health Committee, should prepare and implement a written exposure control plan for first aid attendants and workers being treated, both of which may be exposed to infectious materials when providing first aid. The plan should address hazard and risk information, preventative measures and training. To facilitate this process, the employer should conduct a first aid risk assessment as required by section 5-3(c). The assessment should include the risks to the first aid attendant as well as the workers they are treating.

First aid supplies

All worksites (except those previously mentioned as being exempt) must have a first aid station equipped with a first aid kit that meets CSA standards, a first aid register, a suitable first aid manual and any other supplies and equipment that are required. Any required emergency phone numbers or procedures should also be posted by the first aid station. The location of the first aid station should be clearly and conspicuously identified.

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 kits must be made readily available to those being transported.

First aid kits

The first aid risk assessment will identify the minimum requirements for first aid supplies and equipment under the CSA standards.

Refer to CSA standard Z1220-17 for more information about the supplies and equipment that are required.

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 when there are likely to be 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 ill and injured workers. The room must:

- Be clean, heated, well ventilated, and well lit
- Be used exclusively for administering first aid, medical examinations and rest for persons who are ill or injured
- Be readily accessible to workers
- Have a permanent sink with hot and cold water
- Have a cot or bed with a moisture-protected mattress and pillows
- Have the first aid supplies and equipment required by Part 5 of the Regulations
- Be under the charge of a first aid attendant

Transportation

The employer or contractor must ensure a suitable means of transporting injured workers is available.

Suitable transportation includes:

- an ambulance if the work-site is within 30 minutes of an ambulance base; or
- a means of transportation that is suitable for the distance to be traveled, the risk to workers and protection against weather.

The means of transportation must be capable of accommodating and securing an occupied stretcher, if the place of employment requires a stretcher.

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. cellphone or radio) to allow workers in the vehicles to talk with workers at the scene of incidents and with medical facilities or hospitals to which injured workers are being transported.

TABLE 9

[Clause 5-5(1)(a) and subsection 5-5(5)]

Summary of First Aid Personnel Requirements

Every place of employment requires a first aid kit containing standard supplies as identified through a workplace first aid risk assessment, a manual, a register and emergency information. First aid personnel requirements are listed below and are based on the level of risk associated with the work carried out at the place of employment as determined by a workplace first aid risk assessment:

No. of workers	Low Risk	Moderate Risk	High Risk
2-25	<ul style="list-style-type: none"> • Class A attendant 	<ul style="list-style-type: none"> • Class A attendant 	<ul style="list-style-type: none"> • Class A attendant
26-50	<ul style="list-style-type: none"> • Class A attendant 	<ul style="list-style-type: none"> • Class B attendant 	<ul style="list-style-type: none"> • Class A attendant • Class B attendant
51-100	<ul style="list-style-type: none"> • Class A attendant 	<ul style="list-style-type: none"> • Class A attendant • Class B attendant 	<ul style="list-style-type: none"> • Class A attendant • Class B attendant • 1 person with a license to practice
100+	<ul style="list-style-type: none"> • 2 Class A attendants 	<ul style="list-style-type: none"> • 2 Class A attendants • 2 Class B attendants 	<ul style="list-style-type: none"> • 2 Class A attendants • 2 Class B attendants • 1 person with a license to practice

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