First aid kit risk assessment (CSAZ1220-17)

The Government of Saskatchewan has made amendments to *The Occupational Health and Safety Regulations, 1996*. *The Occupational Health and Safety Regulations, 2020* came into effect April 1, 2021. Below are links to the updated regulations document, regulations overview and summary comparison table:

The Occupational Health and Safety Regulations, 2020

***The Occupational Health and Safety Regulations, 2020* - Overview**

OH&S Regulations Comparison Table

As part of a Canada-wide initiative to remove barriers to internal trade, investment and labour mobility, Saskatchewan employers and contractors are now required to maintain first aid kits based on the Canadian Standards Association (CSA) standard Z1220-17. **Read instructions** on how to obtain access to this CSA standard.

The new regulation requires an employer to complete a workplace first aid kit risk assessment. The assessment will determine the risk classification of the worksite, which is then used to determine the first aid kits, first aid personnel and training that are required on the worksite.

The first aid kit risk assessment needs to be reviewed annually and when business circumstances change. This assessment should be completed in consultation with the employer, occupational health committee (OHC) or representative.

In this package, we have enclosed a first aid kit risk assessment template that meets the CSA standard Z1220-17 and appendix with supporting documents for your review.

For additional information or assistance, please call the Motor Safety Association at 306.721.0688 or email **info@motorsafety.ca.**

First aid kit risk assessment (CSA) Standard Z1220-17

Business name:		**Location:**	
Department:		**Date:**	

- Assess the frequent overall job tasks in each department of the business to identify and rate the severity, frequency and probability of an incident occurring that may require first aid.
- Hazards such as biological, chemical, physical, ergonomic, psychosocial and environmental should be considered in this risk assessment.
- When completing this risk assessment, consider the number of workers, past injury trends and stats, proximity of first aid attendees, work shifts, hours worked, modes of transferring workers who are injured and possible special needs of workers.

Part A:
Rate each frequent job task using a scale of 1 = (Low) 2 = (Moderate) 3 = (High)
Then calculate the sum of severity+ frequency + probability to determine total risk rating per job.

Job task	Severity	Frequency	Probability	Total risk rating per job

Part B: **Rate travel time and distance to the nearest medical facility.**	◯ **Low =** The work site is 15 minutes or less to nearest medical facility. **(Score 1)** ◯ **Moderate =** The work site is 15-30 minutes from a medical facility. **(Score 2)** ◯ **High** =The work site is greater than 30 minutes to a medical facility. **(Score 3)**

Part C: **Workplace risk rating:**	◯ **Low** = A workplace in which activities with a small likelihood of the occurrence of harm and a low severity of that harm. **(Score 1)** ◯ **Moderate =** A workplace in which activities that are neither low nor high risk. **(Score 2)** ◯ **High =** A workplace in which activities with a higher likelihood of the occurrence of harm and a greater severity of that harm. **(Score 3)**

Part D:
Use the calculation below only for the job task with the highest risk rating score from Part A.

Highest risk rated job task +	**Travel time rating +**	**Workplace risk rating +**	
Part A	**Part B**		**Part C**
Final score of highest risk task to determine first aid kit(s) and attendant(s) required for Part E and Part H:			

Part E:	**First aid kit type selection.** **When selecting first aid kit types use only the highest risk rated job task to ensure business meets first aid kit requirements. Refer to Appendix A for first aid kit content information.**	
Low risk (Rating 5-7)	**Moderate risk (Rating 8-11)**	**High risk (Rating 12-15)**
Type 1: Personal first aid kit (for lone workers only) Type 2: Basic first aid kit (for two or more workers)	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit

Part F:	**Select staff size from chart below. When ordering first aid kit(s) inform your first aid kit supplier of Part D to confirm the quantity and the type of first aid kits that are required. Employers can obtain additional first aid kits that exceed the minimum requirement for multiple buildings per location.**		
◯ **2-25 staff**	◯ **26-50 staff**	◉ **51-100 staff**	◯ **100+ staff**

Part G:
Based on potential job tasks and travel time to nearest medical facility, does your location require additional supplies to provide enhanced first aid care from table below? (Note that some equipment requires specialized training.) The below list is not exhaustive. Additional supplies may be required based on the hazards present for the task or worksite.

- (●) No
- ( ) Yes *(select from item and quantity from below)*

Category	Item	Quantity
Airway	Airway suction device	
	Airway adjuncts - nasopharyngeal (adult sizes)	
Breathing	Airway adjuncts - oropharyngeal (adult sizes)	
	Bag-valve mask (adult)	
	Equipment used to deliver oxygen	
	Pulse oximeter	
Circulation	Stethoscope	
	Blood pressure monitoring equipment	
Immobilization	Multi-purpose blanket	
	Head immobilization device	
	Extrication devices (e.g. scoop-style stretcher)	
	Extrication device (e.g. solid bottom basket stretcher with padding)	
	Extrication collar (adjustable)	
	Immobilization restraints	
Medications	Acetylsalicylic acid (ASA)* (single use)	
	Epinephrine self-injector* (two doses)	
Wound care	Burn dressings (for use in settings where water is not readily available)	
	Tube gauze with applicator	
	Wound closures (e.g. butterfly closures)	
	Additional tourniquets	
	Alcohol swabs, individually wrapped (for wounds where oil, grease, or dirt could be present)	
	Saline irrigation solution, sterile (single use)	
	Eye wash solution, sterile	
Other	Eye pads	
	Universal trauma/paramedic shears (minimum 18 cm)	
	Lower extremity splints (rigid or malleable)	
	Automated external defibrillator (AED)	
	Penlight with batteries	
	Pocket guide to first aid	

Part H:
In the table below, select the number of staff and apply final score of highest risk task from Part D to determine first aid attendant and training requirements per Saskatchewan OH&S Regulations - Table 9.

Number of staff	Low risk (Rating 5-7)	Moderate risk (Rating 8-11)	High risk (Rating 12-15)
2-25	Class A Attendant	Class A Attendant	Class A Attendant
26-50	Class A Attendant	Class B Attendant	Class A Attendant Class B Attendant
51-100	Class A Attendant	Class A Attendant Class B Attendant	Class A Attendant Class B Attendant One trained person with license to practice
100+	Two Class A Attendants	Two Class A Attendants Two Class B Attendants	Two Class A Attendants Two Class B Attendants One trained person with license to practice

Date completed:		**Completed by (print name):**	
Reviewed by OHC (print name(s)):		**Signatures:**	

Where multiple work sites or locations exist, a first aid kit risk assessment will need to be completed for each physical work site.

Review this risk assessment annually and whenever there are significant changes in business activities, departments or tasks.

Refer to CSAZ1220-17, Saskatchewan OH&S Regulations 2020 - Part 5 & Table 9 for more information.

See Appendix A - First Aid Kit Types.

See Appendix B - Completed First Aid Kit Risk Assessment.

Appendix A - First aid kit types

Type 1 personal first aid kits must be provided to workers who work away from the workplace or don't have access to the workplace first aid kit. The table below provides the content and minimum quantities required.

Type 1 : Personal first aid kit		
Item number	**Description of item**	**Minimum quantities**
1	Antiseptic wound cleansing towel, individually wrapped	6
2	Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5")	1
3	Antibiotic ointment, topical, single use	2
4	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	16
5	Biohazard waste disposal bag (single use)	1
6	Compress/pressure dressing with ties, sterile, 10.2 × 10.2 cm (4" × 4")	2
7	Gauze pad, sterile, individually wrapped, 7.6 × 7.6 cm (3" × 3")	
8	Triangular bandage, cotton, with two safety pins, 101.6 × 101.6 × 142.2 cm (40" × 40" × 56")	1
9	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm × 1.8 m (2" × 2 yd.)	1 roll
10	Examination gloves, disposable, medical grade, one-size, non-latex, powder free	2 pair
11	Hand/skin cleansing towel, individually wrapped (or equivalent)	4
12	Adhesive tape, 2.5 cm × 2.3 m (1" × 2.5 yd.)	1 roll
13	Contents list	1

Note: All first aid content materials must be latex free.

Type 2 basic first aid kits are for workplaces with moderate risk work activities. The table below provides the content and minimum quantities required for each of the three sizes (small, medium and large).

Type 2 : Basic first aid kit				
Item number	**Description of item**	**Minimum Quantities**		
		Small 2–25 workers per shift	**Medium** 26–50 workers per shift	**Large** 51–100 workers per shift
1	Emergency blanket, aluminized, non-stretch polyester, minimum 132 × 213 cm (52″ × 84″)	1	1	1
2	Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5″)	1	1	1
3	Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5″)	1	1	1
4	Biohazard waste disposal bag, single use	1	2	2
5	CPR resuscitation barrier device, with one-way valve	1	1	1
6	Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
7	Antibiotic ointment, topical, single use	6	12	24
8	Hand/skin cleansing towel, individually wrapped (or equivalent)	6	12	24
9	Adhesive tape, 2.5 cm (1″)	2.3 m	4.6 m	9.1 m
10	Antiseptic wound cleansing towel, individually wrapped	25	50	100
11	Compress/pressure dressing with ties, sterile, 10.2 × 10.2 cm (4″ × 4″)	2	4	8
12	Triangular bandage, cotton, with 2 safety pins, 101.6 × 101.6 × 142.2 cm (40″ × 40″ × 56″)	2	4	8
13	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm × 1.8 m (2″ × 2 yd.)	1 roll	2 rolls	3 rolls
14	Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm × 1.8 m (3″ × 2 yd.)	1 roll	2 rolls	3 rolls
15	Abdominal pad, sterile, individually wrapped, 12.7 × 22.9 cm (5″ × 9″)	1	2	2
16	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
17	Gauze pad, sterile, individually wrapped, 7.6 × 7.6 cm (3″ × 3″)	12	24	48
18	Contents list	1	1	1

Note: All first aid content materials must be latex free.

Type 3 intermediate first aid kits are for workplaces with higher risk work activities and include all of the content of the Type 2 first aid kits with additional items due to the higher risk of first aid events. The table below provides the content and minimum quantities required for each of the three sizes (small, medium and large).

Type 3 : Intermediate first aid kit				
Item number	Description of item	Minimum quantities		
		Small 2–25 workers per shift	**Medium** 26–50 workers per shift	**Large** 51–100 workers per shift
1	Emergency blanket, aluminized, non-stretch polyester, minimum 132 × 213 cm (52″ × 84″)	1	2	2
2	Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5″)	1	1	1
3	Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5″)	1	1	1
4	Non-adherent dressing, sterile, individually wrapped, 5.1 × 7.6cm (2″ × 3″)	4	8	16
5	Compress/pressure dressing with ties, sterile, 15.2 × 15.2 cm (6″ × 6″)	1	2	4
6	Tourniquet, arterial	1	1	1
7	Antibiotic ointment, topical, single use	6	12	24
8	Hand/skin cleansing towel, individually wrapped (or equivalent)	6	12	24
9	Adhesive tape, 2.5 cm (1″)	2.3 m	4.6 m	9.1 m
10	Antiseptic wound cleansing towel, individually wrapped	25	50	100
11	Compress/pressure dressing with ties, sterile, 10.2 × 10.2 cm (4″ × 4″)	1	2	4
12	Triangular bandage, cotton, with two safety pins, 101.6 × 101.6 × 142.2 cm (40″ × 40″ × 56″)	2	4	8
13	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm × 1.8 m (2″ × 2 yd.)	1 roll	2 rolls	4 rolls
14	Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm × 1.8 m (3″ × 2 yd.)	1 roll	2 rolls	4 rolls
15	Abdominal pad, sterile, individually wrapped, 12.7 × 22.9 cm (5″ × 9″)	1	2	4
16	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
17	Gauze pad, sterile, individually wrapped, 7.6 × 7.6 cm (3″ × 3″)	12	24	48
18	Gauze pad, sterile, individually wrapped, 10.2 × 10.2 cm (4″ × 4″)	6	12	24
19	Elastic support/compression bandage, 7.6 cm (3″)	1	2	2
20	Eye dressing pad, sterile, and eye shield with elastic strap	2 sets	2 sets	4 sets
21	Cold pack, instant (or equivalent)	1	2	4
22	Biohazard waste disposal bag (single use)	2	4	8
23	CPR resuscitation barrier device with one-way valve	1	1	1
24	Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
25	Splint, padded, malleable, minimum size 10.2 × 61 cm (4″ × 24″)	1	1	2
26	Glucose tablets, 4g (10 per package) or acceptable alternative*	1 package	2 packages	3 packages
27	Contents list	1	1	1

Note: All first aid content materials must be latex free and first aid kit restocked frequently.

First aid kit risk assessment (CSA) Standard Z1220-17

Business name:	ABC REPAIR	**Location:**	ANYTOWN, SK
Department:	SERVICE	**Date:**	APRIL 14TH, 2021

- Assess the frequent overall job tasks in each department of the business to identify and rate the severity, frequency and probability of an incident occurring that may require first aid.
- Hazards such as biological, chemical, physical, ergonomic, psychosocial and environmental should be considered in this risk assessment.
- When completing this risk assessment consider the number of workers, past injury trends & stats, proximity of first aid attendees, work shifts, hours worked, modes of transferring injured workers and possible special needs of workers.

Part A:
Rate each frequent job task using a scale of 1 = (Low) 2 = (Moderate) 3 = (High)
Then calculate the sum of severity+ frequency + probability to determine total risk rating per job.

Job task	Severity	Frequency	Probability	Total risk rating per job
REPLACING CAB ROOF	3	3	2	8
DETAILING EQUIPMENT	2	1	1	4
CHANGING OIL ON A PIECE OF EQUIPMENT	2	2	1	5
REMOVING AND REPLACING WHEELS	3	3	1	7
REMOVING AND REPLACING A RADIATOR	2	2	1	5

Part B: Rate travel time and distance to the nearest medical facility?	◉ **Low =** The work site is 15 minutes or less to nearest medical facility. **(Score 1)**
	○ **Moderate =** The work site is 15-30 minutes from a medical facility. **(Score 2)**
	○ **High** =The work site is greater than 30 minutes to a medical facility. **(Score 3)**

Part C: Workplace risk rating:	○ **Low** = A workplace in which activities with a small likelihood of the occurrence of harm and a low severity of that harm**. (Score 1)**
	◉ **Moderate =** A workplace in which activities that are neither low nor high risk**. (Score 2)**
	○ **High =** A workplace in which activities with a higher likelihood of the occurrence of harm and a greater severity of that harm. **(Score 3)**

Part D: Use the calculation below only for the job task with the highest risk rating score from Part A

Highest risk rated job task +	Travel time rating +	Workplace risk rating +	
8	1	2	
Part A	**Part B**	**Part C**	
Final score of highest risk task, to determine first aid kit(s) and attendant(s) required for Part E and Part H			11

Part E:	**First aid kit type selection.** **When selecting first aid kit types use only the highest risk rated job task to ensure the business meets first aid kit requirements. Refer to Appendix A for first aid kit content information.**	
Low risk (Rating 5-7)	**Moderate risk (Rating 8-11)**	**High risk (Rating 12-15)**
Type 1: Personal first aid kit (for lone workers only) Type 2: Basic first aid kit (for two or more workers)	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit

Part F:	**Select staff size from chart below. When ordering first aid kit(s) inform your first aid kit supplier of Part D to confirm the quantity and the type of first aid kits that are required. Employers can obtain additional first aid kits that exceed the minimum requirement for multiple buildings per location.**							
○	**2-25 Staff**	◉	**26-50 Staff**	○	**51-100 Staff**	○	**100+ Staff**

Part G:
Based on potential job tasks and travel time to nearest medical facility, does your location require additional supplies to provide enhanced first aid care from table below? (Note that some equipment requires specialized training.) The below list is not exhaustive. Additional supplies may be required based on the hazards present for the task or worksite.

○	No
◉	Yes *(select from item and quantity from below)*

Category	Item	Quantity
Airway	Airway suction device	
	Airway adjuncts - nasopharyngeal (adult sizes)	
Breathing	Airway adjuncts - oropharyngeal (adult sizes)	
	Bag-valve mask (adult)	
	Equipment used to deliver oxygen	
	Pulse oximeter	
Circulation	Stethoscope	
	Blood pressure monitoring equipment	
Immobilization	Multi-purpose blanket	1
	Head immobilization device	
	Extrication devices (e.g. scoop-style stretcher)	
	Extrication device (e.g. solid bottom basket stretcher with padding)	
	Extrication collar (adjustable)	
	Immobilization restraints	
Medications	Acetylsalicylic acid (ASA)* (single use)	
	Epinephrine self-injector* (two doses)	
Wound Care	Burn dressings (for use in settings where water is not readily available)	
	Tube gauze with applicator	
	Wound closures (e.g. butterfly closures)	
	Additional tourniquets	
	Alcohol swabs, individually wrapped (for wounds where oil, grease, or dirt could be present)	1
	Saline irrigation solution, sterile (single use)	1
	Eye wash solution, sterile	
Other	Eye pads	
	Universal trauma/paramedic shears (minimum 18 cm)	1
	Lower extremity splints (rigid or malleable)	1
	Automated external defibrillator (AED)	
	Penlight with batteries	1
	Pocket guide to first aid	1

Part H:
In the table below, select the number of staff and apply final score of highest risk task from Part D to determine first aid attendant and training requirements per Saskatchewan OH&S Regulations - Table 9.

Number of staff	Low risk (Rating 5-7)	Moderate risk (Rating 8-11)	High risk (Rating 12-15)
2-25	Class A Attendant	Class A Attendant	Class A Attendant
26-50	Class A Attendant	Class B Attendant	Class A Attendant Class B Attendant
51-100	Class A Attendant	Class A Attendant Class B Attendant	Class A Attendant Class B Attendant One trained person with license to practice
100+	Two Class A Attendants	Two Class A Attendants Two Class B Attendants	Two Class A Attendants Two Class B Attendants One trained person with license to practice

Date completed:	April 14th, 2021	**Completed by (print name):**	BILL SMITH
Reviewd by OHC (print name(s)):	KAREN JENSON, TOM JOHNSON	**Signatures:**	SIGN HERE

Where multiple work sites or locations exist, a first aid kit risk assessment will need to be completed for each physical work site.

Review this risk assessment annually and whenever there are significant changes in business activities departments, or tasks.

Refer to (CSAZ1220-17), Saskatchewan OH&S Regulations 2020 - Part 5 & Table 9 for more information.

See Appendix A - First Aid Kit Types.

See Appendix B - Completed First Aid Kit Risk Assessment.