

### Recommended Minimum Levels of First Aid

**Note:** As of February 1, 2008, the recommended minimum levels of first aid have been replaced with required minimum levels of first aid. See [Schedule 3A - Minimum Levels of First Aid](#) in the *OHS Regulation*.

### Types of First Aid Attendants and Training Programs

WorkSafeBC recognizes three types of Occupational First Aid attendants: Level 1, Level 2, and Level 3. WorkSafeBC has developed training courses for each of these levels as well as endorsement training courses that are available to Level 1, Level 2, and Level 3 attendants.

All certificates and certificate endorsements are valid for three (3) years. Extensions of the duration of certificates are not permitted.

#### Level 1 First Aid Certificate

Level 1 certification requires successful completion of an Occupational First Aid Level 1 training course. This is a 7-hour course. Renewal of Level 1 certification requires successful completion of the full course. In some circumstances, restricted Level 1 certificates may be issued to firefighters employed by municipal fire departments who have not taken the course.

#### Level 2 First Aid Certificate

Level 2 certification requires participation in a 36-hour training course and passing an examination acceptable to WorkSafeBC. Renewal is normally accomplished by retaking the course and exam; however, the candidate may elect to take the exam without additional training. Based on qualifications and experience, restricted Level 2 certificates may be issued to physicians and registered nurses in hospitals and to firefighters in municipal fire departments who have not taken the course.

#### Level 3 First Aid Certificate

Level 3 certification requires participation in a 70-hour training course and passing an examination acceptable to WorkSafeBC. Renewal is normally accomplished by retaking the 70-hour course, or a 35-hour refresher course, before taking the exam; however, the candidate may elect to take the exam without additional training.

#### Transportation Endorsement

A Transportation Endorsement for a Level 1 or Level 2 first aid certificate requires the certificate holder to successfully complete a 7-hour Occupational First Aid Transportation Endorsement training course.

Other training courses, providing they meet specific standards set by WorkSafeBC and are approved by WorkSafeBC, may qualify candidates for equivalent Level 1, 2, and 3 certification, or a transportation endorsement. These other courses, however, cannot be titled Occupational First Aid Level 1, Occupational First Aid Level 2, Occupational First Aid Level 3, or an Occupational First Aid Transportation Endorsement.

### First Aid Kits: Recommended Minimum Contents

[Schedule 3-A Minimum Levels of First Aid](#): Tables 1–6 in the *OHS Regulation*, indicate in Column 2 the level of first aid kit required for different workplaces.

#### Personal first aid kit

These items must be kept clean and dry. A weatherproof container is recommended.

1	pressure dressing
6	sterile adhesive dressings, assorted sizes, individually packaged
1	11et-sized instruction card advising the worker to report any injury to the employer for entry in the first aid records, and instructions on how the worker is to call for assistance
6	14 cm x 19 cm wound cleansing towelettes, individually packaged

#### Basic first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended.

12	14 cm x 19 cm wound cleansing towelettes, individually packaged
30	hand cleansing towelettes, individually packaged
50	sterile adhesive dressings, assorted sizes, individually packaged
6	10 cm x 10 cm sterile gauze dressings, individually packaged
2	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	20 cm x 25 cm sterile abdominal dressings, individually packaged
4	cotton triangular bandages, minimum length of base 1.25 m
2	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
6	cotton tip applicators
1	2.5 cm x 4.5 m adhesive tape
1	7.5 cm x 4.5 m crepe roller bandage
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
1	instruction card advising workers to report any injury to the employer for entry in the first aid records, and how a worker is to call for assistance

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### Level 1 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
60	hand cleansing towelettes, individually packaged
100	sterile adhesive dressings, assorted sizes, individually packaged
12	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
1	2.5 cm x 4.5 m adhesive tape
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	cotton triangular bandages, minimum length of base 1.25 m
4	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
12	cotton tip applicators
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
	first aid records and pen

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### Level 2 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
150	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
10	20 cm x 25 cm sterile abdominal dressings, individually packaged
12	cotton triangular bandages, minimum length of base 1.25 m
2	2.5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 4.5 m rolls of adhesive tape
6	7.5 cm x 4.5 m crepe roller bandages
1	500 ml sterile 0.9% sodium chloride solution (saline) in unbreakable container
1	60 ml of liquid antibacterial soap in unbreakable container
1	universal scissors
1	11.5 cm stainless steel sliver forceps
1	penlight or flashlight with batteries
1	7.5 cm x 4.5 m esmarch gum rubber bandage
6	pairs of medical gloves (preferably non-latex)
1	portable oxygen therapy unit consisting of a cylinder (or cylinders) containing compressed oxygen, a pressure regulator, a pressure gauge, a flow meter and a non-rebreathing mask (may be kept in a separate container from the other supplies)
1	oropharyngeal airway kit (may accompany the portable oxygen therapy unit)
1	manually operated self-inflating bag-valve mask unit with an oxygen reservoir (may accompany the portable oxygen therapy unit)
6	patient assessment charts
	first aid records and pen
1	pocket mask with a one-way valve and oxygen inlet

### Level 3 first aid kit

The level 3 first aid kit is the same as the level 2 kit except that, in addition, one portable suction unit is recommended.

### First Aid Facilities: Recommended Minimum Criteria

[Schedule 3-A Minimum Levels of First Aid](#) in the *OHS Regulation* (“*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). This document gives guidance on how to set up a first aid facility and some specific recommendations for dressing stations and first aid rooms. It also includes recommendations for portable oxygen therapy equipment and oxygen powered resuscitators, which may be part of the necessary equipment in the facility, as well as recommendations for the storage and safe-keeping of drugs and medicines if these are kept in the first aid facility.

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.

#### General recommendations for all first aid facilities

##### *Location and access*

A first aid facility should be located as near as practicable to the work area or areas it is to serve. It should be a room within a building or, if this is not practicable, a tent, vehicle, or other suitable structure.

The first aid facility should be designed and located for easy entrance to and exit from the facility for a worker requiring stretcher transport. A stretcher should not have to be tipped or turned to enter or exit the first aid facility.

In remote areas, building a first aid facility may not be practicable. However, the facility should be at least of the same design and construction as workers' lodgings. If trailers are provided for workers' lodgings, a trailer should be provided for the first aid facility.

When a tent is used, it should

- Be of the same size and have the same equipment as a first aid room or dressing station, as appropriate
- Be fitted with a non-porous floor that can be cleaned with soap and water
- Have a source of heat that will provide sufficient warmth for good patient care (maintaining body temperature)

A first aid facility may be locked to prevent theft and vandalism or for other appropriate reasons. If so, there must be effective means of immediate access during all working hours.

##### *Utilities*

The facility should be adequately illuminated, heated, and ventilated. It should have a sink plumbed with hot and cold running water or, if this is not practicable, an alternative system for supplying fresh, potable water. If showering may be a required treatment for chemical exposure, the facility should have a shower or have a shower facility as near as practicable.

It may be impracticable to plumb a first aid facility in certain situations, such as where the facility is a trailer on a construction site or the work is at a remote location. In these cases, one of the following alternative sources of water, with means to heat it, may be considered until a permanent source of water can be connected:

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- The facility has an internal tank able to hold a minimum of 45 litres (10 gallons) of fresh potable water which can be pumped into the facility's sink. The water in this tank must be changed daily, or changed weekly if treated for the prevention of contamination.
- The facility is connected to a hose or water line from a fresh potable water outlet that can be pumped into the facility's sink.
- The facility has an insulated container able to hold about 20 litres (5 gallons) of fresh potable water changed daily to prevent contamination.
- A fresh water supply company provides fresh water in a bottle or jug attached to a hot/cold dispenser.

### *Other recommendations*

Since the facility must be kept clean and sanitary, a non-porous floor covering is recommended.

The facility should have a notice conspicuously displayed outside the door or in the area, indicating how to call and where to find the attendant.

The first aid facility is also subject to the general requirements relating to workplace premises in the *Regulation*, for example, sections 6.33 to 6.41 (biological agents) and sections 4.81 to 4.83 (environmental tobacco smoke).

Smoking is not permitted in a first aid facility, and "No Smoking" signs should be conspicuously posted.

### *Using a first aid facility for purposes other than first aid*

A first aid facility may be used for purposes other than first aid if

- It is immediately available for first aid treatment
- The facility is not at a remote workplace (more than two hours' surface travel from a hospital)
- The minimum floor area needed for first aid is maintained
- Such use will neither impede the treatment of an injured worker nor pose a hazard to workers

### Additional recommendations for dressing stations

In addition to the previous recommendations for a facility, a dressing station should be at least 4.3 square metres (48 sq ft). It should have the following dressing station equipment:

3	blankets
6	metal splints, minimum length 60 cm
1	refuse pail with lid
1	package of paper towels
1	bifocal magnifier with head strap, 12.5 cm focus
1	eye cup
6	safety pins
1	11.5 cm stainless steel sliver forceps
1	14 cm stainless steel bandage scissors
1	oral thermometer
1	nail brush
1	penlight or flashlight with batteries
50	patient assessment charts
1	first aid record book, and pencil or pen
1	150 ml liquid antibacterial soap
4	cold packs
20	tongue depressors
50	cotton tip applicators
2	30 gram tubes water soluble burn treatment
1	100 ml liquid adhesive tape remover
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
4	sterile eye pads, 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
1	7.5 cm x 4.5 m esmarch gum rubber bandage
2	5 cm x 1.8 m conforming gauze roller bandages
2	7.5 cm x 1.8 m conforming gauze roller bandages
12	cotton triangular bandages, minimum length of base 1.25 m
1	#01 - 4.5 m tubular finger bandage with applicator
1	500 ml sterile 0.9% sodium chloride solution (saline)
1	kidney basin
1	wash basin
1	cold instrument sterilizer
1	4.5 litre non-rusting germicidal solution for instrument tray
1	chair suitable for treating injured worker with non-porous surface or covered with non-porous material

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### Additional recommendations for first aid rooms

In addition to the previous recommendations, a first aid room should be at least 9.3 square metres (100 sq ft). It should have

- Storage cupboards
- A counter
- A toilet, or have a toilet facility as near as practicable

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.

A first aid room should have the following equipment:

3	blankets
1	bed approximately 2 m long x 75 cm wide and 75 cm high, with a mattress having a non-porous surface or covered with non-porous material
2	pillows with non-porous surface or covered with non-porous material
4	sheets
1	refuse pail with lid
1	package of paper towels
1	eye cup
18	safety pins
2	4.5 kg sand bags
1	11.5 cm stainless steel sliver forceps
1	15 cm stainless steel thin nosed plier-type forceps
1	14 cm stainless steel bandage scissors
1	universal scissors
1	oral thermometer
1	nail brush
1	penlight or flashlight with batteries
50	patient assessment charts
1	first aid record book, and pencil or pen
36	14 cm x 19 cm antiseptic towelettes, individually packaged
1	150 ml liquid antibacterial soap
1	eye lamp, self illuminating, magnifying
6	cold packs
12	expanded metal splints, minimum length 60 cm
50	tongue depressors
100	cotton tip applicators
2	30 g tubes water soluble burn treatment
1	100 ml liquid adhesive tape remover
150	sterile adhesive dressings
48	sterile skin closures
6	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	sterile eye pads, individually packaged
6	30 cm x 40 cm sterile abdominal dressings, 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	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	2.5 cm x 4.5 m adhesive crepe bandages
4	2.5 cm x 4.5 m rolls of adhesive tape
3	5 cm x 4.5 m rolls of adhesive tape
6	7.5 cm x 4.5 m crepe roller bandages
1	7.5 cm x 4.5 m esmarch gum rubber bandage
4	5 cm x 1.8 m conforming gauze roller bandages
4	7.5 cm x 1.8 m conforming gauze roller bandages
24	cotton triangular bandages, minimum length of base 1.25 m
2	#0I - 4.5 m tubular finger bandage with applicator
2	500 ml sterile 0.9% sodium chloride solution (saline)
1	kidney basin
1	wash basin
1	cold instrument sterilizer
1	4.5 litre non-rusting germicidal solution for instrument tray
1	chair suitable for treating injured worker with non-porous surface or covered with non-porous material
1	portable urinal, if overnight care may be required
1	bedpan, if overnight care may be required

### Portable oxygen therapy equipment

When a Level 2 or 3 attendant is necessary at the workplace, portable oxygen therapy equipment should be available. The equipment should

- Be capable of supplying 15 litres per minute of oxygen
- Contain enough oxygen to supply this rate from the time of initial application to the arrival at medical treatment, plus 15 minutes

Oxygen therapy equipment should comply with *CSA Standard CAN/CSA Z305.3.M87, Pressure Regulators, Gauges, and Flow Metering Devices for Medical Gases*, or a similar acceptable standard.

“No Smoking” signs or markings should be plainly visible on oxygen therapy equipment.

An oxygen cylinder should be hydrostatically tested on refilling if five years have elapsed since the previous test or, if there has been no previous test, since the date of manufacture. The test date should be marked on the cylinder.

### Oxygen powered resuscitators

An oxygen powered resuscitator may be used where a worker is injured and entrapped in a toxic atmosphere. An oxygen powered resuscitator should be maintained and operated in accordance with the manufacturer’s specifications.

Only a person trained in the use of the specific equipment should operate it. This training should include a minimum of 4 hours’ training in the safe operation of the equipment from the supplier or other qualified person. The training must include all facets of the equipment’s operation, handling, and storage. Refresher training or practice should take place every six months, and a training record of the initial, and subsequent, training should be maintained by the employer.

### Drugs and medicine

Each drug use should be recorded in the first aid record unless the administration of a drug or medication to a worker is required for a condition that is not work-related. A worker may request an entry be made even if the purpose for taking the drug was not work-related.

#### *Non-prescription drugs*

Non-prescription drugs supplied by the employer should be under the control of the attendant or other authorized representative of the employer.

Non-prescription drugs must be used in accordance with the drug manufacturer's recommendations or specific instructions from a physician or qualified practitioner.

Before supplying non-prescription drugs or medications to a worker where there are no specific instructions from a physician or qualified practitioner, the first aid attendant should

- Be familiar with the side effects, contra-indications, and indications for use listed by the manufacturer (of particular concern are drugs or medications that cause drowsiness or interfere with alertness and manual dexterity required by workers to perform their duties)
- Inform the worker of any side effects or contra-indications
- Not supply drugs or medication past the expiry date
- Obtain a history of events leading up to the worker asking for relief
- Determine if the worker is currently taking any medication and, if so, the appropriateness of taking additional medication
- Where required, make an entry in the first aid records

#### *Prescription drugs*

A first aid treatment area or kit should not contain prescription drugs and medications unless approved in writing by a physician or qualified practitioner. This includes both prescription drugs for a poison unique to a workplace, such as cyanide or hydrofluoric acid, and prescription drugs for the treatment of a specific worker's condition, such as angina or diabetes. The *Compendium of Pharmaceuticals and Specialties* should be referenced to determine what constitutes a "prescription" drug.

The storage, safe keeping, and use of prescription drugs and medications must be in accordance with the written instructions given by the prescribing physician or qualified practitioner. Where required, make an entry in the first aid records

Any letter from a physician or qualified practitioner regarding prescription drugs should identify

- The specific workplace or worker for which the prescribed drug or medication is required
- The specific reasons for use
- The method of application
- The expiry date of authorization

### Emergency Vehicles and Equipment

[Schedule 3-A Minimum Levels of First Aid](#) in the *OHS Regulation* (“*Regulation*”), contains the minimum levels of first aid required for various workplaces. Tables 1-6 indicate in column 4 whether or not an emergency vehicle is required, and, if an emergency vehicle is required, what type (emergency transportation vehicle or industrial ambulance) is necessary or mandatory or is to be available at the workplace. This document gives guidance on the use of emergency vehicles and the equipment needed and suggests when a mobile treatment centre might be used in place of a first aid facility and emergency vehicle. It also provides recommendations for air transport when that is the primary means to getting an injured worker to medical treatment.

Note that WorkSafeBC does not approve of any particular makes or models of emergency vehicles and does not register vehicles.

#### General guidelines for emergency vehicles

Emergency vehicles must be maintained and operated in accordance with the general requirements relating to vehicles in the *Regulation* and with any other applicable statutes and regulations.

Smoking is not permitted in a vehicle when it is used for transporting an injured worker, and a plainly visible “no smoking” sign should be posted in the vehicle.

#### *Location and access*

Where a vehicle is needed to transport an injured worker, the vehicle should be immediately available for use and capable of being dispatched to the accident scene within 3 to 5 minutes of being required. It should be located where it will best serve the workers who are most likely to need an emergency vehicle.

The attendant should not operate the vehicle when this may interfere with the required first aid treatment.

#### *Vehicle requirements*

Sometimes an employer may have different vehicles used for different parts of the journey to treatment. The following are recommended for each vehicle:

- The vehicle should be capable of traversing the area it is intended to serve.
- It should have a minimum headroom of 1 metre (3.3 feet).
- It should provide protection from the natural elements and dust.
- It should provide warmth sufficient for good care for the injured worker, with the patient compartment heated enough to maintain normal body temperature when the injured worker is covered with three blankets. The source of heat must not be a hazard to the occupants of the vehicle when oxygen is in use.
- It should have effective voice communication between the operator and the attendant in the treatment area of the vehicle.
- It should have a means of effective communication with the scene of an accident. For example:
  - The driver has a two-way radio that has a direct link with another two-way radio at the scene of the injured or ill worker.
  - The driver has a two-way radio that has a link with the employer’s central dispatch centre, which has voice communication via a radio or radiotelephone with workers at the scene.

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- It should have effective communication with the hospital. For example:
  - The driver has a two-way radio that has a direct link with the hospital.
  - A radiotelephone in the vehicle can contact the hospital directly.
  - A two-way radio or radiotelephone in the vehicle has a link with the employer's central dispatch centre, which has voice communication via a telephone or radiotelephone with the hospital.
  - The emergency vehicle is accompanied to the hospital by another vehicle that is equipped with a radiotelephone or two-way radio that can contact the hospital directly and its driver can communicate with the emergency vehicle.
- Vehicles that transport injured or ill workers do not need to have mounted emergency lights or an audible signal (such as sirens). Before obtaining this type of equipment, the employer or the company supplying the vehicle should consult with the Department of Licensing and Compliance at the Insurance Corporation of British Columbia (ICBC).

### Additional recommendations for an emergency transport vehicle (ETV)

In addition to the general recommendations for emergency vehicles, an ETV should be capable of transporting at least one worker on a stretcher. It should have a means of restraining a stretcher and have enough padding to prevent excessive jarring of the injured worker.

An ETV should contain the following equipment:

1	set of hard cervical collars covering all adult sizes (or 2 adjustable hard cervical collars)
1	spine board with handholds, no less than 44 cm x 1.8 m x 2 cm, acceptable to WorkSafeBC, and seven 1.8 m x 5 cm heavy velcro straps or equivalent to secure an injured worker
1	stretcher (Whenever an injured worker may require transport over rough terrain a basket stretcher or other carrying device acceptable to WorkSafeBC must be used. The basket stretcher must have a spine board with handholds and retainer straps and a suitable mattress or padding)
6	blankets (Three of these blankets may be the blankets needed with the Level 1, 2, or 3 kit at the workplace unless weather conditions at the workplace require more for the safe treatment or transport of injured workers, in which case suitable weather-resistant protection may also be needed)
2	4.5 kg sand bags
2	vomit bags

When a Level 3 first aid attendant is necessary, the following should be added:

1	set of splints, to include	- 2 splints (1 cm x 10 cm x 1 m notched with 2.5 cm padding)
		- 1 splint (1 cm x 10 cm x 1.5 m notched with 2.5 cm padding)

### Additional recommendations for an industrial ambulance

In addition to the general recommendations for emergency vehicles, an industrial ambulance should

- Be used only for first aid treatment and transportation of injured workers, under the direction of the first aid attendant