



Why are First Aid Assessments required?

Employers are responsible for first aid in the workplace.

Employers are responsible for:

- Conducting a first aid assessment for each worksite location.
- Developing first aid procedures
- Providing/Ensuring First aid resources are present
- Employers must provide workers with prompt, easily accessible, and appropriate first aid treatment.

Occupational first aid attendants with the training appropriate for the type of workplace, number of workers, and time to a hospital.

- Proper facilities, such as first aid rooms or dressing stations.
- First aid kits with appropriate types and quantities of supplies.
- A record-keeping system so incidents can be logged.
- Appropriate means of transporting injured workers to medical aid.
- Effective means of communication between first aid attendants and workers served, and for the first aid attendant to call for assistance.

How to conduct a first aid assessment:

Steps to first aid assessment

Identify the location of your workplace(s)

First aid coverage should be based on the total workforce present at each workplace. If your assessment determines you have multiple workplaces, you must complete an assessment for each location.

Identify your workplace hazard rating

First aid coverage is also determined by your workplace hazard rating. This rating reflects the nature and extent of the risks and hazards in your workplace. WorkSafeBC uses three levels of hazard ratings: low, moderate, and high. You can find your rating on the classification unit description sent out every year or [look up your classification unit](#) online.

Consider the surface travel time to a hospital

The level of first aid service required changes if it would normally take < less than or > more than 20 minutes surface travel time to safely transport an injured worker to hospital by road or water.



Determine the number of workers on a shift

Different shifts may have different requirements. Be sure to account for all workers who may require first aid during any given shift.

Determine the required first aid services for your workplace

By referring to the OHS Regulation and supporting Guidelines and consulting appropriate WorkSafeBC resources (see Forms and Resources below), you can best determine what first aid kits, facilities, emergency vehicles, and equipment you need for each individual workplace first aid assessment.

Review your assessment

Review steps 1 through 5 and re-write or amend the First aid assessment when there is any change in the worksite location, hazard rating, surface travel time to hospital, or worker count.

What else is necessary:

Developing first aid procedures:

Employers are responsible for keeping up-to-date written first aid procedures at your workplace. It is also the employer's responsibility to ensure all workers know where first aid is located and how to call for it. To help you develop and keep your workplace first aid procedures current, consider:

Drills — Conduct an ERP drill with an injury scenario, at least once a year. This drill should test your workers' awareness of how to call for first aid, how well the communication system works, and the ability of first aid attendants to respond to an injury, to determine if your first aid services are adequate to deal with injuries or worker illnesses adequately. Afterwards, conduct a debrief of the ERP drill scenario and identify the strength and weaknesses. All Corrective action should be added to the company CAL (Corrective Action Log) and worked on to overcome them, before the next ERP Injury drill.

Maintaining the system — Consider assigning a single worker to manage the first aid services at your workplace. Their duties should include ensuring that required first aid attendant(s), supplies, facilities, and equipment are adequately stocked and ready for any emergency. That First Aid tickets are current, and the company's first aid records are kept up to date, and reviewed on a regular basis with their supervisor or JOH&SC.



WSBC’s First Aid Minimum Coverage – Tables 1-6

How to use these First Aid tables:

1. Identify the hazard rating of your work activities (i.e. These can be found in all definitions of your Classification Unit Numbers on WSBC Website):
2. Table 1 & 2 cover LOW hazard rating work activities (i.e. Office work). Table 3 & 4 cover MODERATE hazard rating work activities (i.e. Shop work, surveying infield, etc.), and Table 5 & 6 cover the HIGH hazard rating work activities (i.e. anything with or around heavy equipment, commercial vehicles or power saws.) Table 1, 3 and 5 identify the worksite which are at greater than 20 surface travel miles to a hospital and Tables 2, 4 and 6 cover those worksites which are < less than 20 surface travel miles to a hospital.
3. Next, identify your worker count in the Table which best describes your worksite location and its activities. Your worker count is in the second column from the left in each of the Tables 1-6
4. The columns to the right of your worker count will describe what the minimum first aid coverage required by WSBC Regulations is and must be present on the worksite. The company can provide a greater level of first aid coverage but cannot provide less first aid coverage than is listed in these first aid Tables.

Exceptions to note: *In circumstances in which Tables 1 to 6 would otherwise require a Level 2 first aid certificate under column 3 [noted with an asterisk (*)], a Level 3 first aid certificate is required and an Emergency Transportation Vehicle ("ETV") must be provided, if (a) there is on the access route to the workplace an obstruction, barrier, rough terrain or other similar circumstances likely to delay the arrival of an ambulance service for more than 20 minutes after it was dispatched, or (b) there are areas in the workplace which an ambulance service cannot safely access, and for which workers at the workplace are required by this Regulation to be trained, equipped and capable of effecting rescue.*

Table 1: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a low risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-5	Basic first aid kit		
3	6-30	Level 1 first aid kit	Level 1 certificate	
4	31-50	Level 1 first aid kit <ul style="list-style-type: none"> • ETV equipment 	Level 1 certificate with Transportation Endorsement	



5	51-75	Level 3 first aid kit <ul style="list-style-type: none"> Dressing station ETV equipment 	Level 3 certificate	
6	76 or more	Level 3 first aid kit <ul style="list-style-type: none"> First aid room ETV equipment 	Level 3 certificate	ETV

Table 2: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a low risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1			
2	2-10	Basic first aid kit		
3	11-50	Level 1 first aid kit	Level 1 certificate	
4	51-100	Level 2 first aid kit <ul style="list-style-type: none"> Dressing station 	*Level 2 certificate	
5	101 or more	Level 2 first aid kit <ul style="list-style-type: none"> First aid room 	*Level 2 certificate	

Table 3: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a moderate risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-5	Level 1 first aid kit	Level 1 certificate	
3	6-15	Level 1 first aid kit <ul style="list-style-type: none"> ETV equipment 	Level 1 certificate with Transportation Endorsement	
4	16-50	Level 3 first aid kit <ul style="list-style-type: none"> Dressing station ETV equipment 	Level 3 certificate	ETV
5	51-100	Level 3 first aid kit <ul style="list-style-type: none"> First aid room ETV equipment 	Level 3 certificate	ETV
6	101-300	Level 3 first aid kit <ul style="list-style-type: none"> First aid room Industrial ambulance 	Level 3 certificate	Industrial ambulance



		equipment		
7	301 or more	Level 3 first aid kit <ul style="list-style-type: none"> • First aid room • Industrial ambulance equipment 	2 attendants, each with Level 3 certificates	Industrial ambulance

Table 4: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a moderate risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-5	Basic first aid kit		
3	6-25	Level 1 first aid kit	Level 1 certificate	
4	26-75	Level 2 first aid kit <ul style="list-style-type: none"> • Dressing station 	*Level 2 certificate	
5	76 or more	Level 2 first aid kit <ul style="list-style-type: none"> • First aid room 	*Level 2 certificate	

Table 5: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a high risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-5	Level 1 first aid kit	Level 1 certificate	
3	6-10	Level 1 first aid kit <ul style="list-style-type: none"> • ETV equipment 	Level 1 certificate with Transportation Endorsement	ETV
4	11-30	Level 3 first aid kit <ul style="list-style-type: none"> • Dressing station 	Level 3 certificate	ETV
5	31-50	Level 3 first aid kit <ul style="list-style-type: none"> • First aid room • ETV equipment 	Level 3 certificate	ETV
6	51-200	Level 3 first aid kit <ul style="list-style-type: none"> • First aid room • Industrial ambulance equipment 	Level 3 certificate	Industrial ambulance



7	201 or more	Level 3 first aid kit <ul style="list-style-type: none"> • First aid room • Industrial ambulance equipment 	2 attendants, each with Level 3 certificates	Industrial ambulance
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Table 6: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a high risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	Personal first aid kit		
2	2-15	Level 1 first aid kit	Level 1 certificate	
3	16-30	Level 2 first aid kit <ul style="list-style-type: none"> • Dressing station 	*Level 2 certificate	
4	31-300	Level 2 first aid kit <ul style="list-style-type: none"> • First aid room 	*Level 2 certificate	
5	301 or more	Level 2 first aid kit <ul style="list-style-type: none"> • First aid room 	*2 attendants, each with Level 2 certificates	

See OH&S Regulation Guidelines - Part 3 - Occupational First Aid, G3.16 -



<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-03#998F33D891434F2D915491565A68E1F9>