



First Aid Assessment: Avoiding Common SAFE Companies Audit Issues

As of **November 1, 2024**, WorkSafeBC introduced new requirements for first aid assessments. Our SAFE Company auditors have identified some key areas on how to stay compliant with the new regulations and avoid common SAFE Companies audit issues:

Worksite Identification:

- Regulations require a first aid assessment to be completed on all worksite locations. A company name is **not** a valid worksite.
- Worksite locations must be clearly identified by **address, function (e.g., shop, home office), or coordinates**.

Common Mistakes Found on WorkSafeBC New First Aid Assessment Form:

- **Over 50%** of submitted forms are missing the **worker count** from page one.
- Many companies omit the required company **hazard rating** also found on page one. Your hazard rating can be found on your WorkSafeBC annual assessment letter which is sent out in November. You **MUST** include your Hazard Rating.
- On page two, you must identify your **remoteness & accessibility** level for EACH worksite. Is your site **within or beyond 30 minutes** of a BC Emergency Health Service (BCEHS) Ambulance Station. Less than 30 minutes is considered “not remote” but greater than 30 minutes is considered “remote”. Most harvesting related worksites identify as less accessible. To determine how far you are from an ambulance station, use the [BCEHS map](#).
- On page three, you’ll need to determine which Class your workplace falls into, either one, two, three or four, to verify your **First Aid Requirements**. Class is based on accessibility, worker count and hazard rating which is why these questions **MUST** be answered correctly for you to be compliant with the new regulations and provide an accurate audit submission. Most BC forestry sites will fall under **Class 4, High Hazard, Less Accessible**.

Table 3-4
Minimum Requirements for Class 4 Workplaces

Column 1 Workers present	Column 2 Low hazard rating	Column 3 Moderate hazard rating	Column 4 High hazard rating
2 – 5	<ul style="list-style-type: none">• Basic first aid kit• Basic first aid attendant	<ul style="list-style-type: none">• Basic first aid kit• Basic first aid attendant (transport)	<ul style="list-style-type: none">• Intermediate first aid kit• Intermediate first aid attendant (transport)
6 – 9	<ul style="list-style-type: none">• Basic first aid kit• Basic first aid attendant	<ul style="list-style-type: none">• Basic first aid kit• Basic first aid attendant (transport)	<ul style="list-style-type: none">• Intermediate first aid kit• Intermediate first aid attendant (transport)• Emergency transportation for one injured worker
10 – 19	<ul style="list-style-type: none">• Basic first aid kit• Basic first aid attendant (transport)	<ul style="list-style-type: none">• Intermediate first aid kit• Intermediate first aid attendant (transport)• Emergency transportation for one injured worker	<ul style="list-style-type: none">• Advanced first aid kit• Basic first aid attendant (transport)• Advanced first aid attendant• Emergency transportation for one injured worker

And on page four, you need to document the first aid services, supplies, equipment, facilities, attendants and type of transport you will provide at each workplace.

If you are still looking for additional information to assist you, BCFSC has developed several [audit submission first aid support resources](#) to help with your first aid reporting. These resources include a checklist of additional first aid kit contents that will help you upgrade your [first aid equipment, supplies and facilities](#) to meet the new requirements.

We also have a [Project Safety Plan](#) (ERP, Pre-work, First Aid Assessment, Site Inspection) reporting form which includes the new regulation reporting requirements for Class 4, High Hazard Rating.

Auditor Tip: Remember to double-check your forms before submitting your audit to avoid delays.

We know that this is a lot of information to digest, and we are here to help. Just reach out to us via email at safeco@bcforestsafeco.org or call us toll-free at 1.877.741.1060. 📞

First Aid Supply List

BC Forest Safety Council has a comprehensive list of First Aid resources to assist you in with your audit submission. Our downloadable documents include an updated First Aid Supply List (shown below), information on the minimum First Aid Requirements, the First Aid Assessment Worksheet and WorkSafeBC's Hazard Rating for First Aid Assessment.

Take a look at the First Aid Supplies list to see if you have the minimum requirements in your kits. 🗺️

Pre-Nov 2024 Kit	Post-November 2024 Kit	Supplies to be added to each kit
Basic	Personal first aid kit	<ul style="list-style-type: none"> • 6 adhesive bandages • 1 compress/pressure dressing with ties • 4 hand cleaning towelettes • forceps/tweezers • revised contents list
Level 1	Basic kit	<ul style="list-style-type: none"> • 14 gauze pads • 2 abdominal pads • 2 triangle bandages • 26 wound cleaning towelettes • 12 hand cleaning towelettes • 2 pairs of gloves • 1 biohazard bag • revised contents list
Level 2	Intermediate kit	<ul style="list-style-type: none"> • 24 gauze pads • 8 non-adherent dressings, • 2 elastic support/compression bandages • 2 sets of eye dressing pad and eye shield • 2 cold packs • 26 wound cleaning towelettes • 12 hand cleaning towelettes • 2 packages of glucose tablets • 2 pairs of gloves • 3 biohazard bags • 1 padded splint • 1 emergency blanket • revised contents list
Level 3	Advanced Kit	<ul style="list-style-type: none"> • 24 gauze pads • 8 non-adherent dressings • 2 elastic support/compression bandage • 2 sets of eye dressing pad and eye shield • 2 cold packs • 26 wound cleaning towelettes • 12 hand cleaning towelettes • 2 packages of glucose tablets • 2 pairs of gloves • 3 biohazard bags • 1 padded splint • 1 emergency blanket • revised contents list

Understanding “No Work Audits” – What They Are and When They Apply

If your company hasn’t conducted any work in the 12 months leading up to your audit submission, you may be eligible to submit a **“No Work Audit.”** This type of audit is designed for small employers who have had **no employees, no contractors, and no work activity**—even by the owner—that would trigger insurance coverage through their WorkSafeBC (WSBC) account.

What Qualifies as “No Work”?

To qualify:

- **No workers or contractors** were hired.
- **The owner did not perform any work** that required WSBC coverage.
- **No work of any kind**—including non-forestry-related activities—was performed under the company’s name.

It’s important to remember that SAFE Certification applies to all work-related activities, not just those in forestry. If any work was done, even for a single day, the audit must be submitted as a **regular audit with work**.

Common Mistakes

Currently, about **50% of “No Work Audits” are incorrectly submitted**. These errors often lead to failed audits and the need for complete resubmissions—costing companies valuable time.

How to Report a “No Work Audit”

In both Small Employer audit tools, companies must:

- Report **zero workers** for each month in the 12-month reporting period.
- Ensure **no insurance coverage was activated** during that time.

For IOOs (Independent Owner Operators)

IOOs cannot hire workers or contractors. A “No Work Audit” for an IOO means:

- No paid work was performed.
- No insurance coverage was required.
- You still need to complete a **6-page audit tool**, including:
 - » Zero workers reported.
 - » Written responses to specific questions.
 - » A site-specific Emergency Response Plan (ERP) for your home office.
 - » One Safe Work Procedure.

For ISEBASE and SEBASE Companies

These companies must also:

- Have had **no paid work or insurance coverage**.
- Complete a **10-page audit tool**, including:
 - » Zero workers reported.
 - » Submission of blank forms to show readiness for future work.
 - » Completed ERP, first aid assessment, and site inspection for the home office.

Final Tip: If your company has done **any work**—even just one day—your audit must be submitted as a **regular audit with work**. Submitting a “No Work Audit” incorrectly can delay your certification and impact your business opportunities.

Need help determining your audit type? Reach out to the SAFE Companies team for guidance. 📞