

First Aid Requirements

The law that covers workplace safety and insurance in Ontario includes a section (regulation) which outlines what first aid employers must provide. Called Regulation 1101 – First Aid Requirements, it applies to all employers governed by the Occupational Health and Safety Act. Under the law, employers must provide a variety of first aid supports, including trained personnel, facilities and equipment sufficient to offer prompt first aid to injured workers.

Regulation 1101 does not require an employer to provide first aid to the public, but applies only to the employer's staff.

Federally regulated employers, e.g. inter-provincial trucking companies, are not covered by this regulation. Their workplace first aid requirements, while similar, are specifically set out in the *Canada Labour Code, Part II*.

What first aid equipment and facilities are required?

Each workplace must contain a first aid station that includes:

- A first aid box containing the items required by the regulation
- The WSIB poster known as Form 82, "In Case of Injury Poster"
- Current first aid certificates of trained workers and
- An inspection card for recording details of inspections of the first aid box.

First aid boxes must be inspected quarterly. In addition, an employer employing 200 or more workers in any one shift must provide and maintain a first aid room.

Who is responsible for the first aid station?

A worker who is trained and who works in the immediate vicinity of the first aid station must be in charge of it. First aid stations must be easily accessible for the prompt treatment of any worker at all times. Sometimes this means having more than one first aid station in a workplace.

As a minimum, a first aid box must contain items required by Regulation 1101. Items in the box must be maintained in good condition at all times. The box must be large enough so that each item is in plain view and easily accessible.

About keeping records

Employers must keep a record of all accidents. The record will include a description of the accident, the date and time of the occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment provided.

What type of first aid training is required?

How many workers there are in the workplace determines the level of training for first aiders.

Here are the guidelines

- When there are fewer than five workers on any one shift, first aiders must hold at least a St. John Ambulance *Emergency First Aid Certificate* or equivalent.
- When there are more than five workers per shift, first aiders must hold a St. John Ambulance *Standard First Aid Certificate* or equivalent.

Employers should assess their workplace to ensure that they always have first aiders available to provide prompt and effective first aid to injured workers. Employers should consider the physical size of the workplace, types of processes, schedules and hours of operation when arranging a first aid station and training.

Who can provide first aid training?

Only organizations recognized by the WSIB can provide the first aid training required by the regulation. You can find an up-to-date list of recognized providers on our web site at www.wsib.on.ca, by doing a search for 'first aid program'.

Want more details about first aid?

For a copy of the Regulation or for further information, please call 1-800-663-6639 or 416-344-1016.

Workplace Safety and Insurance Board

Ontario's Workplace Safety and Insurance Board (WSIB) plays a key role in the province's occupational health and safety system. The WSIB administers no-fault workplace insurance for employers and their workers and is committed to the prevention of workplace injuries and illnesses. The WSIB provides disability benefits, monitors the quality of healthcare, and assists in early and safe return to work for workers who are injured on the job or contract an occupational disease.

**This information is available in several languages. Call our information hotline at 416-344-4999... 1-800-465-5606 or Telephone Service for the Deaf (TTY): 1-800-387-0050
Pour obtenir un exemplaire en français, composez le 1-800-465-5606**