

PROPOSED AMENDMENTS TO PART 3: RIGHTS AND RESPONSIBILITIES
IN THE OCCUPATIONAL HEALTH AND SAFETY REGULATION

- (d) meets any other requirements determined by the Board for designation as a first aid attendant.

[Amended by B.C. Reg. 348/2003.]

Basic
requirements

3.16

- ~~(1) The employer must provide for each workplace such equipment, supplies, facilities, first aid attendants and services as are adequate and appropriate for~~

- ~~(a) promptly rendering first aid to workers if they suffer an injury at work, and
(b) transporting injured workers to medical treatment.~~

(1) An employer must provide for each workplace

(a) at least the equipment, supplies, facilities, first aid attendants and services required by Schedule 3-A, and

(b) any additional equipment, supplies, facilities, first aid attendants and services that are necessary to ensure that workers who suffer an injury at work can be

(i) promptly provided first aid, and

(ii) promptly transported to medical treatment.

~~(1.1) The type and quantity of equipment, supplies, facilities, first aid attendants and services referred to in subsection (1) must be no less than is required by Schedule 3-A.~~

~~(1.2) The quality, maintenance and use of equipment, facilities and methods of transportation referred to in this section must be acceptable to the Board.~~

- (2) For the purpose of complying with subsection (1)(b), the employer must conduct an **prepare a written** assessment of the circumstances of the workplace, including **that sets out at least the following information:**

(a) the number of workers **present** who may require first aid at any time;

(b) the locations of workers;

~~(bc) the nature and extent of the risks and hazards in the workplace, including whether or not the workplace as a whole creates a low, moderate or high risk of injury,~~

~~(cd) the types of injuries likely to occur;~~

~~(de) any barriers to first aid being provided to an injured worker, and;~~

~~(ef) the time that may be required to obtain transportation and to transport an injured worker to medical treatment~~ **and the methods of transportation available.**

- (3) The employer must review **and update** the assessment under subsection (2)

(a) within 12 months after the previous assessment or review, and

(b) whenever a significant change affecting the assessment occurs in the employer's operations.

(3.1) An assessment under subsection (2) must be prepared, reviewed and updated in consultation with the joint committee or the worker health and safety representative, as applicable.

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- (4) First aid equipment, supplies and facilities must be kept clean, dry and ready for use, and be readily accessible at any time a worker works in the workplace. **An employer must ensure that the equipment, supplies and facilities required by subsection (1) are**
- (a) **suitable for their intended use,**
 - (b) **kept clean, dry and ready for use, and**
 - (c) **readily accessible.**

[Amended by B.C. Reg. 348/2003; 320/2007.]

**First aid
procedures**

3.17

- (1) The employer must keep up-to-date written procedures for providing first aid at the ~~worksite~~ **workplace** including
- (a) the equipment, supplies, facilities, first aid attendants and services available,
 - (b) the location of, and how to call for, first aid,
 - (c) how the first aid attendant is to respond to a call for first aid,
 - (c.1) if there are any barriers to first aid being provided to injured workers, how injured workers will be accessed and moved,**
 - (d) the authority of the first aid attendant over the treatment of injured workers and the responsibility of the employer to report injuries to the Board,
 - (e) who is to call for transportation for the injured worker, and the ~~method~~ **methods** of transportation and calling, ~~and~~
 - (e.1) if emergency transportation is required by section 3 of Schedule 3-A, the location of the method of emergency transportation, and**
 - (f) prearranged routes in and out of the workplace and to medical treatment.
- (2) The employer must post the procedures conspicuously in suitable locations throughout the workplace or, if posting is not practicable, the employer must adopt other measures to ensure that the information is effectively communicated to workers.
- (3) The first aid attendant and all other persons authorized to call for transportation for injured workers must be trained in the procedures.
- (4) At least once each year and whenever the procedures change, the employer must ensure that drills are conducted to ensure that**
- (a) the procedures are effective, and**
 - (b) workers, first aid attendants and other persons referred to in subsection (3) are capable of fulfilling their roles and responsibilities.**

[Amended by B.C. Reg. 348/2003.]

**Air
transportation**

3.17.1

- If air transportation is the primary or only method for transporting an injured worker, all of the following requirements must be met:
- (a) before the start of operations in a workplace, arrangements must be made with an air service to ensure that ~~an appropriate aircraft is reasonably available to the workplace during those operations;~~
 - (i) an appropriate aircraft is reasonably available to the workplace during those operations, and**
 - (ii) without limiting subparagraph (i), there is at least**
 - (A) one stretcher in the aircraft, or**

(B) one stretcher, at the workplace, that is compatible with the aircraft;

- (b) the arrangements in paragraph (a) must include procedures for
 - (i) the employer to determine the availability of appropriate aircraft before the start of each work day, and
 - (ii) the air service to notify the employer if an appropriate aircraft ceases to be available;
- (c) a system must be provided that enables the pilot of the aircraft and the first aid attendant attending to an injured worker to communicate at all times when the aircraft is in transit to the location of the injured worker and during transport of the injured worker to medical treatment.

[Enacted by B.C. Reg. 320/2007.]

Communication and availability

3.18

- (1) The employer must provide an effective means for
 - (a) communication between the first aid attendant and the workers served, and
 - (b) the first aid attendant to call for assistance.
- (2) The employer must not assign, and the first aid attendant must not undertake, employment activities that will interfere with the attendant's ability to receive and respond to a request for first aid.

[Amended by B.C. Reg. 348/2003.]

First aid records

3.19

- (1) The employer must maintain at the workplace, in a form acceptable to the Board, a record of all injuries and exposures to contaminants covered by this Regulation that are reported or treated.
- (2) First aid records must be kept for at least 3 years.
- (3) First aid records are to be kept confidential and may not be disclosed except as permitted by this Regulation or otherwise permitted by law.
- (4) First aid records must be available for inspection by an officer of the Board.
- (5) Workers may request or authorize access to their first aid records for any treatment or report about themselves.

[Amended by B.C. Reg. 348/2003.]

Multiple employer workplaces

3.20

- If workers of 2 or more employers are working at a workplace at the same time, the prime contractor must
- (a) conduct an assessment of the circumstances of the workplace under section 3.16(2) in relation to all the workers in the workplace, and
 - (b) do everything that is reasonably practicable to establish and maintain the first aid equipment, supplies, facilities, first aid attendants and services required under section 3.16.

[Amended by B.C. Reg. 320/2007.]

First aid attendant responsibilities

3.21

- (1) The first aid attendant must
 - (a) promptly provide injured workers with a level of care **first aid** within the scope of the **first aid** attendant's training and this Part,
 - (b) objectively record observed or reported signs and symptoms of injuries and exposures to contaminants covered by this Regulation, and

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- (c) refer for medical treatment workers with injuries considered by the first aid attendant as being serious or beyond the scope of the **first aid** attendant's training.
- (2) A first aid attendant must be physically and mentally capable of safely and effectively performing the required duties, and the Board may at any time require the **first aid** attendant to provide a medical certificate.
- (3) The first aid attendant is responsible, and has full authority, for ~~all first aid treatment of~~ **the provision of first aid to** an injured worker until responsibility for treatment is accepted
 - (a) at a place of medical treatment,
 - (b) ~~by an ambulance service acceptable to the Board~~ **by ambulance personnel**, or
 - (c) by a person with higher or equivalent first aid certification.
- (4) The first aid attendant does not have authority to overrule a worker's decision to seek medical treatment or the worker's choice of medical treatment.

[Amended by B.C. Reg. 348/2003.]

Schedule 3-A in Part 3 is repealed and the following substituted:

Schedule 3-A

Minimum Level of First Aid

Division 1 – Interpretation

Definitions

1 (1) In this Schedule:

“advanced first aid attendant” means a first aid attendant who holds an advanced first aid certificate;

“basic first aid attendant” means a first aid attendant who holds a basic first aid certificate;

“basic first aid attendant (transport)” means a first aid attendant who holds a basic first aid certificate with a transportation endorsement;

“class 1 workplace” means a workplace other than a class 2, 3 or 4 workplace;

“class 2 workplace” means a workplace that is a remote workplace but not a less-accessible workplace;

“class 3 workplace” means a workplace that is a less-accessible workplace but not a remote workplace;

“class 4 workplace” means a workplace that is both a remote workplace and a less-accessible workplace;

“hazard rating”, in relation to a workplace, means how hazardous the workplace is, expressed as low, moderate or high, relative to all other workplaces;

“intermediate first aid attendant” means a first aid attendant who holds an intermediate first aid certificate;

“intermediate first aid attendant (transport)” means a first aid attendant who holds an intermediate first aid certificate with a transportation endorsement;

“less-accessible workplace” means

- (a) a workplace that includes a work area that cannot be safely accessed by ambulance personnel, or
- (b) a ferry;

“qualifying hospital” means an institution, designated as a hospital under section 1 of the *Hospital Act*, that has

- (a) an emergency department, and
- (b) a physician on duty or immediately available on call;

“remote workplace” means a workplace to which, under normal travel conditions, an ambulance that is a motor vehicle cannot travel from its base in 30 minutes or less, but does not include a ferry.

(2) The definitions in section 3.14 of this regulation apply to this Schedule.

First aid certificates

- 2 (1) For the purposes of this Schedule, a level 1, 2 or 3 first aid certificate that was issued before November 1, 2024 and has not expired is to be considered a basic, intermediate or advanced first aid certificate respectively.
- (2) This section is repealed on November 1, 2027.

Division 2 – Minimum Requirements

General minimum requirements

- 3 For the purposes of section 3.16(1)(a) of this regulation, the equipment, supplies, facilities, first aid attendants and services that are required to be provided for a workplace are those specified in the following tables:
- (a) in the case of a class 1 workplace, Table 3-1;
 - (b) in the case of a class 2 workplace, Table 3-2;
 - (c) in the case of a class 3 workplace, Table 3-3;
 - (d) in the case of a class 4 workplace, Table 3-4.

Dressing stations and first aid rooms

- 4 A dressing station or first aid room required by section 3 must
- (a) be located as near as practicable to work areas,
 - (b) be located and designed to allow an injured worker to be moved safely,
 - (c) be kept clean and sanitary,
 - (d) have a sink with warm and cold potable running water or, if providing running water is impracticable, another system for providing warm and cold potable water,
 - (e) display conspicuous signs indicating the location of, and how to call for, first aid attendants, and
 - (f) be large enough to accommodate an injured worker, a first aid attendant and first aid equipment.

Overnight care

- 5 (1) This section applies in relation to a workplace if
- (a) the workplace is required by section 3 to be provided with a first aid room, and
 - (b) under normal travel conditions, travel from the workplace to a qualifying hospital would take longer than 2 hours.
- (2) For the purposes of section 3.16(1)(a) of this regulation,
- (a) a first aid attendant who is available to provide overnight care must be provided, and
 - (b) the first aid room required by section 3 must be equipped to provide overnight care for at least 2 injured workers.

Emergency transportation

- 6 Emergency transportation required by section 3 must
- (a) be capable of safely transporting
 - (i) a first aid attendant, and
 - (ii) the injured worker, with a stretcher used to secure the worker,
 - (b) have an effective means of communication between the first aid attendant and the operator of the transportation, and
 - (c) be designed and equipped to
 - (i) secure injured workers to minimize excessive jarring,
 - (ii) protect injured workers from natural elements and dust,

- (iii) maintain normal body temperature of injured workers, and
- (iv) allow adequate space for the first aid attendant to safely provide first aid to injured workers.

Table 3-1
Minimum Requirements – Class 1 Workplaces

Item	Column 1 Workers present	Column 2 Low hazard rating	Column 3 Moderate hazard rating	Column 4 High hazard rating
1	2 – 9	<ul style="list-style-type: none"> • Personal first aid kit 	<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
2	10 – 19	<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 	<ul style="list-style-type: none"> • Basic first aid kit • 2 basic first aid attendants
3	20 – 49	<ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant 	<ul style="list-style-type: none"> • Intermediate first aid kit • Dressing station • Intermediate first aid attendant 	<ul style="list-style-type: none"> • Intermediate first aid kit • Dressing station • Basic first aid attendant • Intermediate first aid attendant
4	50 – 99	<ul style="list-style-type: none"> • Intermediate first aid kit • Basic first aid attendant • Intermediate first aid attendant 	<ul style="list-style-type: none"> • Intermediate first aid kit • Dressing station • Basic first aid attendant • Intermediate first aid attendant 	<ul style="list-style-type: none"> • Intermediate first aid kit • First aid room • 2 intermediate first aid attendants
5	100 – 199	<ul style="list-style-type: none"> • Intermediate first aid kit • Dressing station • Basic first aid attendant • Intermediate first aid attendant 	<ul style="list-style-type: none"> • Intermediate first aid kit • First aid room • 2 intermediate first aid attendants 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant • Advanced first aid attendant

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6	200 – 499	<ul style="list-style-type: none"> • Intermediate first aid kit • First aid room • 2 intermediate first aid attendants 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant • Advanced first aid attendant 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants
7	500 or more	<ul style="list-style-type: none"> • Intermediate first aid kit • First aid room • 3 intermediate first aid attendants 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 intermediate first aid attendants • Advanced first aid attendant 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 intermediate first aid attendants • 2 advanced first aid attendants

**Table 3–2
Minimum Requirements – Class 2 Workplaces**

Item	Column 1 Workers present	Column 2 Low hazard rating	Column 3 Moderate hazard rating	Column 4 High hazard rating
1	2 – 5	<ul style="list-style-type: none"> • Personal first aid kit 	<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
2	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 	<ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker
3	10 – 19	<ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant 	<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
4	20 – 49	<ul style="list-style-type: none"> • Basic first aid kit 	<ul style="list-style-type: none"> • Advanced first aid kit 	<ul style="list-style-type: none"> • Advanced first aid kit

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		<ul style="list-style-type: none"> • Basic first aid attendant 	<ul style="list-style-type: none"> • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker
5	50 – 99	<ul style="list-style-type: none"> • Intermediate first aid kit • Basic first aid attendant (transport) • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for 2 injured workers
6	100 – 199	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for 2 injured workers 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants • Emergency transportation for 2 injured workers
7	200 – 499	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants • Emergency transportation for 2 injured workers 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers
8	500 or more	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room

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		<ul style="list-style-type: none"> • 2 intermediate first aid attendants (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Intermediate first aid attendant (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers 	<ul style="list-style-type: none"> • 2 intermediate first aid attendants (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers
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**Table 3–3
Minimum Requirements – Class 3 Workplaces**

Item	Column 1 Workers present	Column 2 Low hazard rating	Column 3 Moderate hazard rating	Column 4 High hazard rating
1	2 – 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)
2	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) 	<ul style="list-style-type: none"> • Advanced first aid kit • Basic first aid attendant (transport) • Advanced first aid attendant
3	20 – 49	<ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant
4	50 – 99	<ul style="list-style-type: none"> • Intermediate first aid kit • Basic first aid attendant (transport) • Intermediate first aid attendant (transport) 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant
5	100 – 199	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room

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		<ul style="list-style-type: none"> • Basic first aid attendant (transport) • Advanced first aid attendant 	<ul style="list-style-type: none"> • Intermediate first aid attendant (transport) • Advanced first aid attendant 	<ul style="list-style-type: none"> • 2 advanced first aid attendants
6	200 – 499	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants
7	500 or more	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 intermediate first aid attendants (transport) • Advanced first aid attendant 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 intermediate first aid attendants (transport) • 2 advanced first aid attendants

Table 3–4

Minimum Requirements – Class 4 Workplaces

Item	Column 1 Workers present	Column 2 Low hazard rating	Column 3 Moderate hazard rating	Column 4 High hazard rating
1	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)
2	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
3	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) 	<ul style="list-style-type: none"> • Advanced first aid kit • Basic first aid attendant (transport) • Advanced first aid attendant

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			<ul style="list-style-type: none"> • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Emergency transportation for one injured worker
4	20 – 49	<ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker
5	50 – 99	<ul style="list-style-type: none"> • Intermediate first aid kit • Basic first aid attendant (transport) • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for 2 injured workers
6	100 – 199	<ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for 2 injured workers 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants • Emergency transportation for 2 injured workers
7	200 – 499	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants • Emergency transportation for 2 injured workers 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants

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		<ul style="list-style-type: none"> • Emergency transportation for one injured worker 		<ul style="list-style-type: none"> • Emergency transportation for 2 injured workers
8	500 or more	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 intermediate first aid attendants (transport) • Advanced first aid attendant • Emergency transportation for one injured worker 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers 	<ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 intermediate first aid attendants (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers

EXPLANATORY NOTES:

Part 3 of the *Occupational Health and Safety Regulation (OHSR)*, sections 3.14 to 3.21 and Schedule 3-A Minimum Levels of First Aid, set out the occupational first aid requirements for workplaces.

The requirements in Schedule 3-A have been in place for almost 20 years with minimal updates. Since these requirements were introduced, there have been improvements in both first aid training and equipment, as well as the issuance of two Canadian Standards Association (CSA) standards: *CSA Z1210-17, First aid training for the workplace – Curriculum and quality management for training agencies*, and *CSA Z1220-17, First aid kits for the workplace*. These standards provide national guidance on workplace first aid training programs and first aid kits.

The purpose of the proposed amendments is to update the first aid requirements, with a focus on remote high-risk industries, and to align the *OHSR* with the first aid training and first aid kits framework in *CSA Z1210-17 and CSA Z1220-17*.

Section 3.14 Definitions

The definition of “*Ambulance*” replaces the current definition of “ambulance service” found in Schedule 3-A. “Ambulance service” is currently defined as an ambulance service acceptable to the Board. The proposed definition means an ambulance operated by British Columbia Emergency Health Services (BCEHS) or otherwise authorized to operate under the *Emergency Health Services Act*.

The definition of “*Medical certificate*” has been revised as the *Medical Practitioners Act* was repealed effective June 1, 2009, and replaced by the *Health Professions Act*. The reference to the *Medical Practitioners Act* has been deleted. “Physician” is defined under section 1 of the *Workers Compensation Act (Act)* as a person authorized under an enactment to practise in British Columbia as a medical practitioner and no further reference to a specific enactment is required.

Section 3.15 First aid attendant qualifications

Subsection (b) has been repealed as having a first aid certificate in good standing, set out in subsection (c), already implies the person has successfully completed the first aid training course or examination.

Section 3.16 Basic requirements

Subsections (1) and (1.1) have been repealed and replaced with a two-part duty for employers to:

- Provide at least the equipment, supplies, facilities, first aid attendants, and services required by Schedule 3-A, and

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- Any additional equipment, supplies, attendants, and services necessary to ensure injured workers can be promptly provided first aid and promptly transported to medical treatment.

The written assessment set out in subsection (2) will determine what is additionally required.

Subsection (1.2) has been repealed. An employer's obligations with respect to the quality, maintenance, and use of first aid equipment and facilities are clarified under subsection (4).

Subsection (2) requires an employer to complete a written assessment of the circumstances of a workplace to determine the appropriate level of first aid equipment, supplies, facilities, first aid attendants, and services. This subsection has been revised for clarity, as well as to require the assessment to be in writing and to set out the following additional information:

- the location of workers; and
- the methods of transportation available.

The intent of these proposed additions is for an employer to consider whether workers may be in locations where an attendant would not be able to promptly provide first aid and to consider the methods of transportation which would be available to transport an injured worker to medical treatment. The assessment should consider whether the location changes the hazards and risks faced by workers and thus the corresponding first aid services needed.

Subsection (3) has been revised to require an employer to review and update the written assessment at least once each year and whenever a significant change affecting the assessment occurs.

Subsection (3.1) has been added to require the first aid assessment to be prepared, reviewed, and updated in consultation with the joint committee or worker health and safety representative, as applicable.

Subsection (4) has been revised for clarity and requires first aid equipment, supplies, and facilities to be:

- suitable for their intended use,
- kept clean, dry and ready for use, and
- readily accessible.

Section 3.17 First aid procedures

Under subsection (1), the term "worksites" has been replaced by "workplace" for clarity and consistency.

This section requires an employer to keep up-to-date written procedures for providing first aid at a workplace. Subsection (1) has been revised to require the written procedures to include the following additional information:

- if there any barriers to first aid being provided to injured workers, how an injured worker will be accessed and moved; and
- if emergency transportation is required by section 3 of Schedule 3-A, the location of the method of emergency transportation.

The intent of the proposed additions is for an employer to consider any barriers to first aid being provided and to have appropriate procedures for how a first aid attendant can access an injured worker. If there is a work area that cannot be accessed by ambulance personnel, an employer must have procedures for how an injured worker can safely be moved in order to be transported to medical treatment. If an employer is required to provide emergency transportation per section 3 of Schedule 3-A, these procedures should include information about the location of the emergency transportation, such as where an emergency transportation vehicle (ETV) is parked or where a helicopter may land.

Relevant training requirements for first aid procedures are maintained. Section 3.17(3) requires a first aid attendant and all other persons authorized to call for transportation to be trained in the first aid procedures. Section 3.23 also requires an employer to train all young or new workers in the location of first aid facilities and means of summoning first aid and reporting illnesses and injuries.

Proposed subsection (4) requires employers to ensure first aid drills are conducted to test the written procedures and ensure workers, first aid attendants, and any other person authorized to call for transportation for injured workers are capable of fulfilling their roles and responsibilities. These drills must occur at least annually and whenever the written procedures change. These drills may be combined with other emergency drills.

Section 3.17.1 Air transportation

This section has been revised to ensure if air transportation is the primary or only method for transporting an injured worker, at least one stretcher is available for the injured worker that is compatible with the aircraft.

Section 3.21 First aid attendant responsibilities

This section has been revised for clarity and to update a reference to the new defined term “ambulance”.

Schedule 3-A Minimum Levels of First Aid

Previous Schedule 3-A has been repealed and replaced with the following:

Division 1 – Interpretation

Section 1 Definitions

Definitions for first aid attendants have been added to simplify the wording used in the tables in Schedule 3-A. Basic, intermediate, or advanced attendant means a first aid attendant who holds a basic, intermediate, or advanced first aid certificate, respectively. Basic and intermediate attendants who hold transportation endorsement certificates are also defined.

The proposed Schedule 3-A now sets out minimum first aid requirements based on four classes of workplaces. The different classes of workplace are defined as follows:

- “Class 1 workplace” is a workplace other than a class 2, 3, or 4 workplace, *i.e.* one that is neither less-accessible nor remote;
- “Class 2 workplace” is a workplace that is remote but not less-accessible;
- “Class 3 workplace” is a workplace that is less-accessible but not remote; and
- “Class 4 workplace” is a workplace that is both remote and less-accessible.

“Hazard rating” describes how hazardous a workplace is, expressed as low, moderate or high, relative to all other workplaces. The hazard rating of a workplace is used to determine the minimum first aid requirements in section 3 of Schedule 3-A.

“Less-accessible workplace” describes workplaces with a work area that cannot be safely accessed by ambulance personnel. These work areas may be found within a workplace, such as confined spaces, heights, and underground workings, or may refer to a workplace in a location that cannot be safely reached by an ambulance. The definition of “less-accessible workplace” also includes a ferry. Less-accessible workplaces are subject to the first aid requirements in Schedule 3-A, Tables 3-3 and 3-4. WorkSafeBC has consulted with BCEHS and will develop an OHS Guideline to provide additional information about work areas that cannot be safely accessed by ambulance personnel. The guideline will also provide further clarification on how to interpret and apply this definition.

“Qualifying hospital” replaces the current definition of “hospital”. “Hospital” is currently defined as a hospital within the meaning of the *Hospital Act*, or a diagnostic and treatment centre, where the hospital or centre has an emergency department or resuscitation area as well as a physician on duty or immediately available on call. The proposed definition removes diagnostic and treatment centres, and requires all qualifying hospitals to have an emergency department as well as a physician on duty or immediately available on call.

“Remote workplace” describes workplaces an ambulance that is a motor vehicle cannot drive to within 30 minutes from its base, under normal travel conditions. Remote workplaces are subject to the first aid requirements in Tables 3-2 and 3-4, which include providing emergency transportation if a threshold based

on the hazard rating and number of workers present is met. A ferry is not included in the definition of a “remote workplace” as it generally becomes the mode of transportation for bringing an injured worker to the closest or most appropriate terminal to meet an ambulance.

The basis for determining whether an employer must provide emergency transportation is triggered based on travel time from an ambulance base as opposed to travel time from a hospital used in the current requirements. The intent of this change is to allow more employers to rely on ambulances which provide safer means of transport for injured workers. WorkSafeBC has consulted with BCEHS on the proposed amendments¹.

The definitions in section 3.14 also apply to Schedule 3-A.

Section 2 First aid certificates

Terminology for the certification of first aid attendants has been updated from level 1, 2, and 3 to basic, intermediate, and advanced to match the terminology used in *CSA Z1210-17, First aid training for the workplace – Curriculum and quality management for training agencies*. These changes to the naming convention of first aid certificates does not impact the validity of current certificates.

This section provides a three-year transition period to ensure first aid attendants with a level 1, 2 or 3 certificate will be considered to have a basic, intermediate or advanced certificate, respectively, for the purposes of Schedule 3-A. The proposed amendments do not include changes to the first aid curriculum. First aid training curriculum continues to be overseen by WorkSafeBC’s Certification Services.

Division 2 – Minimum Requirements

Section 3 General minimum requirements

This section provides the minimum requirements for each class of workplace in four corresponding tables as follows:

- Table 3-1 Minimum Requirements – Class 1 Workplaces
- Table 3-2 Minimum Requirements – Class 2 Workplaces
- Table 3-3 Minimum Requirements – Class 3 Workplaces
- Table 3-4 Minimum Requirements – Class 4 Workplaces

Tables 3-1 to 3-4 prescribe the type of first aid kit, the number and certification of attendants, the type of first aid facility, and the number of workers for which emergency transportation must be provided.

For each category of workplace, an employer is required to provide one first aid kit meeting the type of kit specified. In keeping with current practice, the recommended contents of first aid kits will be provided in an OHS Guideline. This OHS Guideline will align with, and contain a plain language interpretation of, *CSA Z1220-17*.

In comparison to current requirements, additional first aid attendants have been specified for workplaces of moderate and high hazard rating, and for all larger workplaces. The intent of these proposed amendments is to allow for trained assistance to be available and to account for situations where the injured worker is the first aid attendant. The rationale for higher levels of attendant certification required under some categories is intermediate and advanced attendants have broader scopes of training and are better able to deal with a wider range of injuries, including non-life threatening but work-impacting injuries.

Requirements for attendants to have transportation endorsement are included in the tables under categories where an employer must provide emergency transportation and in workplaces with barriers to accessibility. This ensures first aid attendants have the skillset necessary to facilitate patient packaging and transport of injured workers.

¹ An ambulance base is an indication of ambulance service coverage. BCEHS positions their ambulances and paramedics based on the communities served and where other ambulances have been dispatched, and triages according to the acuity of calls received. BCEHS has advised the addition of 600 full time paramedic positions across the province and the introduction of a new staffing model aimed at stabilizing paramedic staffing in rural and remote BC communities.

All classes of workplaces have the same first aid facility requirements across Tables 3-1 to 3-4.

A dressing station is required:

- At a workplace with a low hazard rating and 100 or more workers present;
- At a workplace with a moderate hazard rating and 20 or more workers present; and
- At a workplace with a high hazard rating and 20 or more workers present.

A first aid room is required:

- At a workplace with a low hazard rating and 200 or more workers present;
- At a workplace with a moderate hazard rating and 100 or more workers present; and
- At a workplace with a high hazard rating and 50 or more workers present.

In the current regulation, an ETV specified in the tables in Schedule 3-A indicated a requirement for an employer to be able to transport one injured worker while an industrial ambulance indicated a requirement for an employer to be able to transport two injured workers. Requirements for the number of workers for which emergency transport must be provided are now explicitly stated in Tables 3-2 and 3-4 for remote (i.e. Class 2 and 4) workplaces. The type of emergency transportation is no longer prescribed as employers may determine the most appropriate mode of transportation based on their first aid assessment. If required to provide transportation for two injured workers, an employer may do so in separate vehicles or other modes of transport.

Ferries are included under the definition of a less-accessible workplace but excluded from the definition of a remote workplace. As such, they must meet the minimum requirements established for Class 3 workplaces.

Section 4 Dressing stations and first aid rooms

This section provides a dressing station or first aid room required by Schedule 3-A, section 3 must meet the following requirements:

- be located as near as practicable to work areas,
- be located and designed to allow for the safe movement of an injured worker,
- be kept clean and sanitary,
- have a sink with warm and cold potable running water or, if providing running water is impracticable, another system for providing warm and cold potable water,
- display conspicuous signs indicating the location of, and how to call for, first aid attendants, and
- be large enough to accommodate an injured worker, a first aid attendant, and first aid equipment.

A first aid facility should be a room within a building, or if this is not practicable, a tent, vehicle, or other suitable structure which meets the requirements.

Section 5 Overnight care

This section provides additional requirements for workplaces which require a first aid room per Schedule 3-A, section 3 and are more than two hours, under normal travel conditions, from a qualifying hospital. These workplaces must have a first aid attendant available to provide overnight care and equip the first aid room to provide overnight care to at least two injured workers. This may include providing bedding, a bedpan and/or a portable urinal.

Section 6 Emergency transportation

The section provides emergency transportation required by Schedule 3-A, section 3 must meet the following requirements:

- be capable of safely transporting a first aid attendant and an injured worker in a stretcher,
- have an effective means for communication between the operator and first aid attendant,
- secure injured workers to minimize excessive jarring,
- protect injured workers from natural elements and dust,
- maintain normal body temperature of injured workers, and
- allow adequate space for the first aid attendant to safely provide first aid to injured workers.

Emergency transportation does not only refer to motor vehicles such as an ETV, industrial ambulance, or mobile treatment centre, but also includes helicopters and other forms of air or water transportation.

Consequential amendment

As a result of the proposed amendments, there is a consequential revision to section 3.1 to reference the new defined term “hazard rating”.