

Administrative Procedures Manual	Administrative Procedure 160
	Appendix H
	First Aid
	APPROVED: September 1, 2013
Page 1 of 11	AMENDED/REVIEWED: August 2025, March 2023, September 2019
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

PART 1 – GENERAL INFORMATION

Background

The following guidelines are provided to assist principals, administrators and staff in meeting the Occupational Health and Safety (OHS) Code – First Aid Requirements. The purpose of the first aid requirements is to ensure that every worksite in the province has the equipment, supplies, and trained staff to support an ill or injured person until complete medical care and treatment can be administered. The code specifies *minimum* requirements for “workers” in the province. Individual schools and decision units may deem it necessary to exceed the minimum requirements depending on the nature of their programs and environment.

1. Key requirements

- 1.1. The Division has determined that all schools meet the category of medium hazard worksites as described in Table 2, Schedule 2 of the OHS Code.
- 1.2. All first aid training must be delivered through a training provider that has been approved by the Alberta Director of Medical Services
- 1.3. To determine the number of first aiders required at a site and the type of first aid kits required, refer to [Part 2 – First Aid Training and Equipment – Minimum Requirements](#).
- 1.4. A Type 1: Personal first aid kit is required for staff that use their vehicle as a workplace (e.g., maintenance staff, consultants, Division Office).
- 1.5. Minimum requirements may differ if there are students working in Division schools or facilities under work experience programs. Students in these cases are considered employees under OHS legislation.
- 1.6. All staff must have access to first aid kit(s), these kits are **not** to contain a logbook to record all injuries and illnesses, as this may contravene the Freedom of Information and Protection of Privacy Act.
 - 1.6.1. An updated list of the required contents of each type of kit is outlined in [Part 3 – Required Contents of First Aid Kits](#).

2. Guidelines for Meeting Legislative Compliance

Administrative Procedures Manual	Administrative Procedure 160
	Appendix H
	First Aid
	APPROVED: September 1, 2013
Page 2 of 11	AMENDED/REVIEWED: August 2025, March 2023, September 2019
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

2.1. The Alberta Occupational Health and Safety Code requires each workplace to:

- 2.1.1. Have the required number of trained and certified staff to attend to the first aid needs of staff.
- 2.1.2. Have first aid kits and other equipment such as blankets.
- 2.1.3. Have signage or other means indicating the location of first aid supplies and certified first aiders.
- 2.1.4. Record all injuries regardless of whether first aid is administered.
- 2.1.5. Provide emergency baths, showers or eye-wash equipment if corrosive or other chemicals harmful to the eyes or skin are used in the workplace.
- 2.1.6. Provide a room or designated area for first aid services if more than ninety-nine (99) staff are regularly present in the workplace.

2.2. Signs are to be posted throughout the premises, indicating the names of trained first aid personnel and the location of first aid services, supplies and equipment. If signs are not practical, building occupants are to be informed by other means such as written documents and verbal instruction. The following forms can be used for this:

- [Form 0500 – Staff First Aid Information Sheet \(Elem / Jr. High\)](#)
- [Form 0501 – Staff First Aid Information Sheet \(High Schools\)](#)

3. Emergency Conveyance

3.1. An emergency conveyance – municipal or commercial ambulance – must be readily available to a workplace. If an ambulance cannot reach the workplace within 10 or 15 minutes, alternate means of emergency transportation shall be provided. An individual with a serious illness or injury shall be accompanied by at least one (1) person other than the operator of the emergency conveyance while being transported, and that person must have the qualifications of at least a valid Basic First Aid Certificate.

4. First Aid Record Keeping

4.1. The names and qualifications of all personnel with valid first aid training certificates must be communicated to all staff and students in the building, and it must be **visibly posted**. First Aid Training is recorded by individual employees in [Hour Zero](#),

Administrative Procedures Manual	Administrative Procedure 160
	Appendix H
	First Aid
	APPROVED: September 1, 2013
Page 3 of 11	AMENDED/REVIEWED: August 2025, March 2023, September 2019
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

under skills. This allows for supervisors to ensure legal requirements are met.

- 4.2. In addition, all staff injuries must be recorded by the First Aider in Hour Zero under the Case Journal Entry section. This information is to be typed in on the incident "case journal entry" associated with each accident report in Hour Zero.

The following data must be entered for each injury:

- Injured "worker's" full name.
 - Name and qualifications of the first aider providing treatment.
 - Date and time of the injury or illness.
 - Date and time injury or illness reported.
 - Description of the injury or illness, location where it occurred and description of the cause.
 - First aid treatment provided.
- 4.3. Record of First Aid must be entered into the "case journal entry" on Hour Zero associated to the accident report. This electronic record will be kept for at least three (3) years and shall be presented to an authorized government inspector upon request.

5. Resuscitators and Inhalators

- 5.1. If resuscitators, inhalators, or any type of oxygen therapy equipment will be used in the workplace, principals or Division Office administrators are advised to contact an Occupational Health and Safety Consultant.

6. Blankets

- 6.1. Where reference is made to "blankets" in AP 160 Appendix C at least one (1) of these blankets is to be of a woven fabric such as wool, polyester, or other material. In addition to providing warmth, such blankets can also be used for positioning or immobilizing the limbs or head during care and treatment.

7. Emergency Eyewash Equipment

- 7.1. Emergency eyewash and personal eyewash stations are to be located in areas where corrosive chemicals are used.
- 7.2. Emergency eyewash stations are defined as devices used to irrigate and flush the

Administrative Procedures Manual	Administrative Procedure 160
	Appendix H
	First Aid
	APPROVED: September 1, 2013
Page 4 of 11	AMENDED/REVIEWED: August 2025, March 2023, September 2019
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

eyes and provide continuous flushing fluid to both eyes at a minimum of 1.5 liters per minute for fifteen (15) minutes.

- 7.3. Personal eyewash equipment (e.g., portable squeeze bottles) do not meet the standard for emergency eyewash equipment.
- 7.4. During an emergency, personal eyewashes can be used during the transport of an injured person to a proper emergency eyewash station.
- 7.5. At least one (1) emergency eyewash station is required in every facility, preferably in areas where corrosive chemicals are used such as science, automotive or construction technology shops, and custodial boiler or utility rooms.
- 7.6. Building occupants are to be aware of the locations of the emergency and personal eyewash stations.
- 7.7. Emergency and personal eyewash stations must be maintained and checked on a regular basis. Expiration periods on commercial eyewash solutions that contain a preservative must be checked. Open personal eyewash bottles are single use only and must be replaced upon opening.
- 7.8. For further information regarding eyewash stations, please contact the Division Safety Coordinator.

8. Portable Kits

- 8.1. Where minor injuries occur on a frequent basis, e.g., playgrounds, special needs classrooms, or on field trips first aid kits can be broken down into smaller kits (fanny packs) for portability and immediate access. A [Student Accident Report](#) should also be included for ease of recording injury and treatment information.

9. Training Requirements

- 9.1. As outlined in AP 160 Appendix C, there are two (2) levels of required qualification:
 - Basic First Aid Certificate
 - Intermediate First Aid Certificate

It is to be noted that first aid certificates are valid for three (3) years. Staff are to be retrained prior to their certificates expiring.

10. Implementation

- 10.1. Principals and Managers are to:
 - 10.1.1. Review the requirements under the legislation, as outlined in this

Administrative Procedures Manual	Administrative Procedure 160
	Appendix H
	First Aid
	APPROVED: September 1, 2013
Page 5 of 11	AMENDED/REVIEWED: August 2025, March 2023, September 2019
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

document.

- 10.1.2. A summary [Form 160-1 First Aid Checklist](#) is available on the Division Portal under Forms / Health and Safety.
- 10.1.3. Determine if your location has the required number of trained first aiders and first aid supplies, as outlined in AP 160 Appendix C.
- 10.1.4. Ensure the training course is provided by a certified instructor and is approved by the Alberta Director of Medical Services
- 10.1.5. Ensure staff are updating Hour Zero with their First Aid training and visibly post their names in the workplace. Assign a designated person to ensure staff compliance.
- 10.1.6. Determine if current first aid kits meet the requirements outlined in AP 160 Appendix D.
- 10.1.7. Order new first aid kits or supplies as needed and assign a designated person to maintain these kits in working order.
- 10.1.8. Remove any bound first aid record books from first aid kits.
- 10.1.9. Post signs in key locations (e.g., office, washrooms, main bulletin boards), that provide the names of trained first aiders and the location of these individuals, first aid kits, and if necessary, the location of eyewash stations and designated first aid rooms.
- 10.1.10. Review the need for emergency eyewash stations and ensure they are properly installed and maintained.

PART 2 – FIRST AID TRAINING AND EQUIPMENT – Minimum Requirements
First Aid Training & Equipment – *Minimum Requirements* (based on Table 6 of OHS Code)

# of persons	Training	Supplies and Equipment Requirements		
	Number / Qualifications of First Aid trained staff always required on site. (Based on # of Staff + students)	Minimum Requirement: Main First Aid Station (Centrally located and readily accessible). (Based on # of Staff only)	Other Stations (Recommended) (i.e., CTS, Shops, Science Labs, Athletics, Custodial Rooms).	Comments / Examples
1	1 basic first aider - Recommended only	Type 1: Personal first aid kit		Staff who use their vehicles as a worksite
2-9	1 basic first aider	Type 2: Basic first aid kit, small	Eyewash station or portable eyewash	Custodial staff working afterhours shifts
10-19	1 basic first aider 1 intermediate first aider	Type 2: Basic first aid kit, small		
20-49	1 basic first aider 1 intermediate first aider	Type 2: Basic first aid kit, medium	Type 2: Basic first aid kit, small Eyewash station or portable eyewash	Higher risk field trips Central Office / Maintenance Office
50-99	2 basic first aiders 1 intermediate first aider	Type 2: Basic first aid kit, large	Type 2: Basic first aid kit, small Eyewash station or portable eyewash	
100-199	2 basic first aiders 2 intermediate first aiders	Type 2: Basic first aid kit, large Designated first aid area	Type 2: Basic first aid kit, small Eyewash station or portable eyewash	Typical smaller school
200 or more	2 basic first aiders 2 intermediate first aiders PLUS 1 additional intermediate first aider for every increment of 1-100 people.	Type 2: Basic first aid kit, large Designated first aid area	Type 2: Basic first aid kit, small Eyewash station or portable eyewash	Typical medium / large school

Off Site Activities:

Principals will have to assess the risk level of all field trips. This will involve reviewing the nature of the activity, site of the trip and the availability and response time of EMS.

- For low-risk field trips, schools will ensure that a portable (i.e., fanny pack) Type 2: Basic, small kit is taken on the trip.
- For high-risk field trips, schools will ensure that a portable (i.e., fanny pack) Type 2: Basic, medium kit is taken on the trip. Principals will ensure that a certified first aider accompanies these outings.

Principals will order an appropriate number of these portable kits depending on the type and frequency of the field trips at their school.

Considerations:

1. Table is based on medium hazard worksites as specified in Table 2; Schedule 2 of the AB OHS Code. Schools should ensure minimum numbers of trained individuals account for potential absenteeism.
2. Schools should estimate the total number of staff, students, and volunteers normally present at the location to determine the requirements for first aid training and equipment.
3. Designated area means a place where supplies and equipment can be kept clean and accessible and where first aid services can be easily administered.
4. First aid training agencies must be approved by the Alberta Director of Medical Services. Training must be renewed every 3 years.

Note: According to the ANSI Standard Z358.1-2014 for Emergency Eyewash and Shower Equipment portable squeeze bottles are not classified as eyewash stations. Eyewash stations are plumbed units on a water line which can provide enough water for continuous irrigation of the exposed eye for 15 minutes. Portable squeeze bottles can be used in satellite areas to help transport an injured person to a proper eyewash station. Portable eyewash bottles should be available in areas where corrosive chemicals are used (i.e., science, CTS, Custodial work areas). Portable eyewash bottles are single use and have a shelf life, they must be replaced upon opening and prior to the expiry date.

Basic First Aid: 1-day training, for individuals requiring basic information on First Aid and CPR for their workplace, school, or personal interest.

Intermediate First Aid = 2-day training, for individuals requiring comprehensive information on First Aid and CPR for their workplace, school, or personal interest.

PART 3 –REQUIRED CONTENTS OF FIRST AID KITS

Type 1: Personal First Aid Kit	Quantity
Adhesive bandages, sterile, assorted (standard strip, large fingertip, knuckle, large patch)	16
Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)	6
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4 x 4 in)	2
Antiseptic wound cleansing towelette, individually wrapped	6
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in) 1	1
Biohazard waste disposal bag (single use)	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	2 pairs
Adhesive tape 2.5 cm x 2.3 m (1 in x 2.5 yd)	1 roll
Antibiotic ointment, topical, single use	2
Conforming stretch bandage, relaxed length, individually wrapped, 5.1cm x 1.8 m (2 in x 2 yd)	1 roll
Hand/skin cleansing towelette, individually wrapped (or equivalent)	4
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1
Contents list	1

Type 2: Basic First Aid Kit	Quantity		
	Sm	Med	Lg
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)	12	24	48
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5 x 9 in)	1	2	2
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll	2 rolls	4 rolls
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3 in x 2 yd)	1 roll	2 rolls	4 rolls
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4 x 4 in)	2	4	8
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in)	2	4	8
Antiseptic wound cleansing towelette, individually wrapped	25	50	100
CPR resuscitation barrier device, with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
Biohazard waste disposal bag, single use	1	2	2
Bandage scissors, stainless steel (with angled, blunt tip). minimum 14 cm (5.5 in)	1	1	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	1	1
Contents list	1	1	1
Adhesive tape, 2.5 cm (1 in)	2.3m	4.6m	9.1m
Antibiotic ointment, topical, single use NEW	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent) NEW	6	12	24
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52 x 84 in) NEW	1	1	1
Type 2 kits are for basic first aid in low and medium risk work environments. Small kits are for two to 25 workers per shift; medium, 26 to 50 workers per shift; large, 51 to 100 workers per shift. Consult Tables 5, 6 and 7 in Schedule 2 of the Occupational Health and Safety Code directly to know what first aid kit is required at your work site.			

Type 3: Intermediate First Aid Kit	Quantity		
	Sm	Med	Lg
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle large patch)	25	50	100
Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)	12	24	48
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5 x 9 in)	1	2	2
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll	2 rolls	4 rolls
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3 in x 2 yd)	1 roll	2 rolls	4 rolls
Compress/pressure dressing with ties, sterile, 15.2 x 15.2 cm (6 x 6 in)	1	2	4
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in)	2	4	8
Adhesive tape 2.5 cm (1 in), quantity represents total length required.	2.3m (2.5yd)	4.6m (5yd)	9.1m (10yd)
Elastic support/compression bandage, 7.6 cm (3 in)	1	2	2
Eye dressing pad, sterile, and eye shield with elastic strap	2 sets	2 sets	4 sets
Antiseptic wound cleansing towelette, individually wrapped	25	50	100
CPR resuscitation barrier device, with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder-free	4 pairs	8 pairs	16 pairs
Biohazard waste disposal bag, single use	1	4	8
Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5 in)	1	1	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	1	1
Splint, padded, malleable, minimum size 10.2 x 61 cm (4 x 24 in)	1	1	2
Contents list	1	1	1
Antibiotic ointment, topical, singular use NEW	6	12	24
Cold pack, instant (or equivalent) NEW	1	2	4
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4 x 4 in) NEW	1	2	4
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52 x 84 in) NEW	1	2	2
Gauze pad, sterile individually wrapped, 10.2 x 10.2 cm (4 x 4 in) NEW	6	12	24
Glucose tablets, 4 g (10 per package) or acceptable alternative NEW	1 pkg	2 pkg	2 pkg
Hand/skin cleansing towelette, individually wrapped (or equivalent) NEW	6	12	24
Non-adherent dressing, sterile, individually wrapped, 5.1 x 7.6 cm (2 x 3 in) NEW	4	8	16
Tourniquet, arterial NEW	1	1	1
Type 3 kits are for intermediate first aid in higher risk work environments. Small kits are for two to 25 workers per shift; medium, 26 to 50 workers per shift; large, 51 to 100 workers per shift. Consult Tables 5, 6 and 7 in Schedule 2 of the Occupational Health and Safety Code directly to know what first aid kit is required at your work site.			

Administrative Procedures Manual	Administrative Procedure 160
	Appendix H
	First Aid
	APPROVED: September 1, 2013
Page 9 of 11	AMENDED/REVIEWED: September 2019, March 2023
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

PART 4 –FREQUENTLY ASKED QUESTIONS

Examples

Example 1: Elementary School with 201 staff, students and volunteers on site.

Referring to [AP 160 Appendix H, Part 2 - First Aid Training and Equipment Minimum Requirements](#) the school would require 2 basic first aiders, 2 intermediate first aiders, plus 1 intermediate first aider for every additional increment of 1 to 100 workers above 200 workers.

In the case of 201 occupants, the school would be required to provide 2 basic first aiders and 3 intermediate first aiders. The school would also need to provide a Type 2: Basic, size large first aid kit and a designated area for first aid services. Additional kits (Type 2: Basic, size small) are also to be provided in science labs, boiler rooms and athletic areas.

Example 2: High school with 1500 staff, students, and volunteers.

Referring to AP 160 Appendix C, the school would require 2 basic first aiders, 2 intermediate first aiders, plus 13 additional intermediate first aiders (one for every additional increment of 1 to 100 above 200 occupants). The school would also need to provide a Type 2: Basic, size large first aid kit and a designated area for first aid services. Additional kits (Type 2: Basic, size small) must also be provided in CTS shops, science labs, boiler rooms and athletic areas. If the school has students participating in an onsite work experience or vocational program, these students may be considered employees under the Occupational Health and Safety Act, contact the Division Safety Coordinator for clarification.

Example 3: Two (2) maintenance workers who work together transporting equipment to schools using a Division vehicle.

In this case the vehicle is considered a work site and at least one of the drivers would have to have basic first aid training. The vehicle must also contain a Type 1: Personal first aid kit.

Where can first aid training be obtained and what does it cost?

First aid training can only be provided by agencies that have been approved by the Alberta Director of Medical Services. A list of accredited training providers can be found on the following website at: [Approved First Aid Training Agencies](#)

Service providers can generally accommodate most training requests during and outside regular working hours. The cost will vary with the service provider, the level of certification, and the number of individuals being trained.

What if the school leases part of their facility to another worksite or tenant?

Although school administrators are not legally required to provide first aid services to contractors, tenants and rental groups, they may choose to enter into an agreement with these

Administrative Procedures Manual	Administrative Procedure 160
	Appendix H
	First Aid
	APPROVED: September 1, 2013
Page 10 of 11	AMENDED/REVIEWED: September 2019, March 2023
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

parties to individually or jointly provide first aid services. Any agreement or sharing of responsibilities and resources must be described in a written agreement, and must be based on the total number of persons or workers at the work site.

What are the additional requirements for first aid equipment and supplies?

Administrators are responsible for ensuring that first aid services, equipment, and supplies are readily available at the work site. Equipment and supplies must be quickly and easily accessible during all working hours, including after hours when custodial or other staff may be in the building. Equipment and supplies must be ready for use and kept in a clean, dry and serviceable condition. The containers in which they are stored, must be clearly marked to indicate that they are intended for first aid, and staff must know where to find them. First aid kits and kit upgrades meeting the requirements of the Alberta OHS Code are available through private vendors.

Where should supplies be located?

The code refers to a "designated area for first aid services". This means that supplies and equipment must be kept in a place that is clean and accessible and where first aid services can be easily administered. This designated area could be a stand-alone room or simply the corner of an office.

What Work Related Incident Forms are schools and worksites required to keep?

Each school is required to maintain a record of staff that has valid first aid training certificates. This record will allow administrators to keep track of expiry dates, and those staff members who are qualified first aiders.

Staff and students are required to report any physical injury or sudden occurrence of illness that is school, or work related. The principal is to designate an individual to whom the verbal report is made e.g., first aider, supervisor, administrative assistant or some other individual. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance.

Similarly, recurrent injuries reported by several people may suggest the need to change some aspect of the work site or the tasks performed by staff or students.

All work-related incidents are reported in [Hour Zero](#). Access is through the Division Portal on the main page under "Staff Accident Reporting". If the injury results in medical aid or time loss to staff that are covered by Workers' Compensation (WCB), the Principal or supervisor must contact the worker to assist them in completing the required WCB Worker's Report of Injury or Illness. This is done inside the Report an Accident in Hour Zero. For injury incidents involving students, the Secretary-Treasurer must be notified using the [Student Accident Report](#) in Hour

Administrative Procedures Manual	Administrative Procedure 160
	Appendix H
	First Aid
	APPROVED: September 1, 2013
Page 11 of 11	AMENDED/REVIEWED: September 2019, March 2023
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

Zero, which is also located on the Portal's main page under "Student Accident Reporting". All incidents must be reported through Hour Zero on the Division Portal.

Who is allowed access to Work Related Incident Forms?

Only the injured person, those individuals involved in medical treatment, work site inspections, accident investigations, record maintenance for the Occupational Health and Safety program, and the Workers' Compensation Board may review Work Related Incident Forms.

Are there any additional recommended first aid practices for schools and Division worksites?

The following practices are recommended but not a mandatory part of the First Aid Regulation:

Oxygen Equipment:

First aiders may use oxygen therapy equipment to assist breathing and provide basic life support during a medical emergency **if** they receive proper training on use of the equipment. If oxygen therapy equipment is purchased for the first aid room, ensure that it meets the requirements of CSA Standard CAN/CSA Z305.3-M87 Pressure Regulators, Gauges, and Flow-Metering Devices. "No Smoking" signs are to be placed on oxygen delivery equipment. Oxygen cylinders must be hydrostatically tested every five (5) years and the test date marked on the cylinder.

Oxygen tank labels must include a Drug Identification Number (DIN) and the fabricator's name and address. Only suppliers licensed to refill oxygen bottles can do so. For additional information on injury reporting and first aid requirements contact the Division Safety Coordinator.