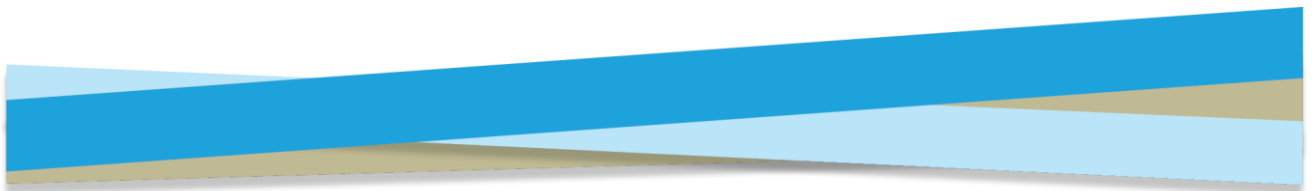


## CODES OF PRACTICE

# First Aid Kits



WSCC

[illegible]

# CODES OF PRACTICE

In accordance with the *Northwest Territories Safety Act* and  
*Occupational Health and Safety Regulations*



## First Aid Kits

### NORTHWEST TERRITORIES

wsc.nu.ca

#### Yellowknife

Box 8888, 5022 49th Street  
Centre Square Tower, 5<sup>th</sup> Floor  
Yellowknife, NT X1A 2R3

Telephone: 867-920-3888

Toll Free: 1-800-661-0792

Fax: 867-873-4596

Toll Free Fax: 1-866-277-3677

#### Inuvik

Box 1188, 85 Kingmingya Road  
Blackstone Building, Unit 87  
Inuvik, NT X0E 0T0

Telephone: 867-678-2311

Fax: 867-678-2302

### NUNAVUT

wsc.nu.ca

#### Iqaluit

Box 669, 630 Queen Elizabeth II Way  
Qamutiq Building, 2<sup>nd</sup> Floor  
Iqaluit, NU X0A 0H0

Telephone: 867-979-8500

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#### WHAT IS A CODE OF PRACTICE?

The Workers' Safety and Compensation Commission (WSCC) Codes of Practice provide practical guidance to achieve the safety requirements of the Northwest Territories and Nunavut *Safety Acts* and related *Occupational Health and Safety (OHS) Regulations*.

Codes of Practice come into effect in each territory on the day they are published in the *Northwest Territories Gazette* and *Nunavut Gazette*.

Codes of Practice do not have the same legal force as the *Safety Acts*, or the *OHS Regulations*. A person or employer cannot face prosecution for failing to comply with a Code of Practice. However, in legal proceedings under the *Safety Acts* and *OHS Regulations*, failure to observe a Code of Practice may be a consideration when determining whether a worker or employer has complied with the *Safety Acts* and *Regulations*.

As per subsection 18(3) of the Northwest Territories and Nunavut *Safety Acts*, "For the purpose of providing practical guidance with respect to the requirements of any provision of this Act or the regulations, the Chief Safety Officer may approve and issue such codes of practice as he or she considers are suitable for that purpose."

Employers and workers should follow WSCC Codes of Practice unless there is an alternative course of action that achieves the same or better occupational health and safety outcomes.

#### CODES OF PRACTICE

- Provide practical guidelines.
- Adapt to individual work sites.
- May serve as evidence.
- Should be followed unless there's a better way.

## FOREWORD

The Workers' Safety and Compensation Commission (WSCC) produced this industry Code of Practice in accordance with subsections 18(3) and 18(4) of the Northwest Territories' *Safety Act*.

The *First Aid Kits Code of Practice* applies to all worksites covered by the Northwest Territories *Safety Act* and *Occupational Health and Safety Regulations*.

The Code corresponds to the Northwest Territories *Occupational Health and Safety Regulations amendment* to Part 5, First Aid, which comes into effect on January 1, 2021. The code refers to the the *CSA Standard Z1220-17: First aid kits for the workplace* in accordance with the section 1 of the amendment.

This code is in effect as published in the *Northwest Territories Gazette*, in accordance with the *Safety Act* and *Occupational Health and Safety (OHS) Regulations*.

IN EFFECT DATES:

**Northwest Territories: January 1, 2021**

A handwritten signature in blue ink, appearing to read "Gary A. Ingram".

Chief OHS Inspector, WSCC

### Disclaimer

This publication refers to obligations under workers' compensation, occupational, and mine health and safety legislation as administered by the Workers' Safety and Compensation Commission.

To ensure compliance with legal obligations, always refer to the most recent legislation. This publication may refer to legislation that has been amended or repealed.

Check for information on the latest legislation at [wscc.nt.ca](http://wscc.nt.ca) or [wscc.nu.ca](http://wscc.nu.ca), or contact WSCC at 1-800-661-0792.

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# 1 DEFINITIONS AND ABBREVIATIONS

**AED** – automated external defibrillator.

**ASA** – acetylsalicylic acid.

**Advanced first aid qualification** – certificate issued by an approved agency to a person who has successfully achieved the advanced training level that meets the competency requirements set out in the CSA First Aid Training Standard for an advanced workplace first aid training level.

**CSA Standards** – the Canadian Standards Association (CSA) is an accredited standards development organization and certification body. The standards they develop define requirements for reducing the risk of workplace injuries. Canadian Safety Standards can be found at <https://www.csagroup.org/>.

**CSA First Aid Kit Standard – Canadian** – the Canadian Standards Association standard CSA Z1220-17, *First Aid Kits for the Workplace*.

**CSA First Aid Training Standard** – Canadian Standards Association standard CSA Z1210-17, *First Aid Training for the Workplace - Curriculum and Quality Management for Training Agencies*.

**Competent** – in respect of function, task, duty possessing the knowledge, experience, and training to perform the function, task, or duty.

**Emergency medical services** – a network of services coordinated to provide aid and medical assistance, from primary response to definitive care, involving personnel trained in the rescue, stabilization, transportation, and treatment of persons experiencing traumatic or medical emergencies.

**Emergency medical technician** – person who holds a valid advanced first aid qualification or licence, certificate, or other qualification equivalent or superior to the advanced first aid qualification.

**Employer** – every partnership, group of persons, corporation, owner, agent, principal contractor, subcontractor, manager, or other authorized person having charge of an establishment in which one or more workers perform work.

**Equipment** – any mechanical or non-mechanical article or device, such as a machine, tool, appliance, apparatus, implement, service, or utility used to carry out work. Differs from personal property owned by a person, unless that property is used in the carrying on of any work.

**First aid attendant** – holder of a valid first aid qualification or licence or approval to be emergency medical technician, or holder of a licence or certificate or qualification the Chief Safety Officer considers equivalent or superior to a valid first aid qualification. Also called First Aider.

**First aid register** – work site injuries are recorded in a register, which serves as information tool used by employers for developing preventative measures, and as reference tool for workers regarding work-related injuries. Also called a first aid logbook.

**First aid qualification** – an intermediate or advanced first aid certificate issued by an approved agency to a person who has met the competency requirements set out in the CSA Standard for intermediate or advanced workplace first aid training, which indicates that the holder has successfully achieved that specific training level.

**First aid risk assessment** – carried out at a work site to determine the first aid attendants, supplies, equipment, facilities, and transportation required to render prompt and appropriate first aid to workers and to transport injured workers to the nearest appropriate medical facility.

**Harmful** – means known to cause harm or injury.

**Hazard** – any situation, thing, or condition that may expose a person to harm and the risk of injury or occupational disease.

**High risk work** – work that exposes workers to hazards that, should an incident occur, may result in a fatality or permanent disability.

**High risk work site** – Work sites where activities have a higher likelihood of harm resulting from an incident and overall greater severity of harm should an incident take place.

**Injury** – includes any disease and any impairment of an individual’s physical or mental condition.

**Incident** – an event arising in the course of work that could result in an injury or illness.

**Isolated work site** – a work site that is more than one hour travel time from a hospital or medical facility under normal travel conditions using available means of surface transportation, or a work site for which transport by aircraft is the normal or only method of transportation.

**Low risk work site** – a work site with activities which have low likelihood of harm and overall low severity of impact from those harms.

**Medical facility** – a medical clinic or office where a medical professional is readily available.

**Medical professional** - an individual who possesses a recognized degree, certificate, or professional standing and has demonstrated by knowledge, training and experience, an ability to deal with problems related to a particular subject matter or work.

**Moderate risk work site** – a work site with activities that are neither low or high risk, where harms are considered to have moderate impact.

**OHS** – occupational health and safety.

**Organization** – a company, operation, undertaking, establishment, enterprise, institution, association, or a combination thereof that has its own management. An organization may be incorporated or unincorporated, public, or private.

**Procedure** – a documented method to carry out an activity.

**Record** – a document that states results achieved or provides evidence of activities performed.

**Representative** – means an occupational health and safety representative in this code of practice.

**Readily accessible** – capable of being reached quickly and safely, without the use of tools, for the purposes of use or maintenance.

**Risk** – the chance or probability of a person getting harmed, or experiencing an adverse health effect if exposed to a hazard.

**Risk level** – in relation to a work site, a low, moderate or high risk level in respect of injuries that could occur at the work site as determined through a first aid risk assessment.

**Supervisor** – a worker who is authorized by an employer to oversee or direct workers.

**Type 1 First Aid Kit** – a Type 1: Personal first aid kit as classified in the CSA First Aid Kits Standard.

**Type 2 First Aid Kit** – a Type 2: Basic first aid kit as classified in the CSA First Aid Kits Standard.

**Type 3 First Aid Kit** – a Type 3: Intermediate first aid kit as classified in the CSA First Aid Kits Standard.

**Working alone** – to work at a work site as the only worker, in circumstances where assistance is not readily available in the event of injury, ill health, or emergency.

**Work site** – any location in which work-related activities are performed. Also called a workplace in the CSA Standards.

**Work site first aid** – emergency care provided to an injured/ill worker at the work site.

**Work site first aider** – a worker with a first aid certificate that is current and recognized as defined by legal requirements. Also called a First Aid Attendant.

**Worker** – a person engaged in work for an employer or organization, regardless of remuneration. Also called an employee.

## 2 OHS REGULATION CHANGES

Regulations for Workplace First Aid are being harmonized across Canada to facilitate worker mobility between jurisdictions and assist training and regulatory agencies in ensuring worker health and safety.

The *CSA Z1210: Workplace First Aid Standard* sets the national standard for first aid training and assessment of training organizations.

### **Why are the regulations changed?**

Stakeholders identified a need for consistency and clarity across organizations nationally on the requirements for work site first aid kits. The new workplace first aid classification system provides flexibility for organizations to meet the varied and unique needs specific to their work sites, while ensuring the minimum first aid kit requirements for worker safety.

### **What does this involve?**

New legislation means employers will need to update first aid kits to reflect the standards in the *CSA Standard Z1220-17: First Aid Kits for the Workplace*.

### **How long do we have?**

The amendment goes into effect January 1, 2021. The transition period is one year, up to January 1, 2022. This allows time for employers and suppliers to use current supplies and purchase new kits, or stock supplies to update to the new standard.

### **What is included?**

This Code of Practice sets out the first aid kit requirements for organizations governed by the *Safety Act* and *OHS Regulations* of the Northwest Territories.

This includes the requirements for:

- Minimum kit contents according to classification and number of workers.
- Kit containers, markings and maintenance of kits.
- First aid risk assessments for work sites in the Northwest Territories (NWT).

### **What is excluded?**

This Code does not apply to:

- Organizations governed by the *Mining Health and Safety Act* and corresponding *Mining Health and Safety Regulations*.
- A hospital, medical clinic, medical professional's office, nursing home or other healthcare facility where a medical professional is readily available.



### 3 RESPONSIBILITIES

Employers have to carry out a First Aid Risk Assessment to determine the following:

- Each type of work carried out at the work site.
- Levels of risk at the work site.
- Type and amount of supplies, equipment, facilities and transportation required.
- Number of first aid attendants and their levels of training.

[For more information see: <https://www.wscs.nt.ca/health-safety/ohs-information/first-aid> and CSA Standard Z1220-17, *First Aid Kits for the Workplace*]

Employers have to ensure:

- The correct number of first aid kits are provided, maintained, and kept available.
- Employees know where first aid kits and supplies are kept at the work site.
- First aid kits meet the requirements in the OHS regulations.
- First aid kits are regularly inspected for completeness and usability of contents.
- Every first aid station has a first aid register to record injuries and treatments.
- First aid attendants with valid first aid qualifications appropriate to the risk level and size of workforce are at the work site during working hours.
- First aiders and other workers assisting with first aid receive adequate time with no loss of pay or benefits to provide first aid.

Having a first aid kit on hand is necessary in case of injury. **Keep a first aid register easily visible at every first aid station** to log incidents and injuries whenever a first aid kit is used. Tracking injuries and illness reveals hazards at the work site and provides information employers and workers need to prevent further injuries.

A worker should do the following:

- Report to their supervisor when becoming ill or injured in the workplace.
- Fill out the required information in the first aid register at the first aid station.
- Inform their employer if there is something missing from the first aid kit.

Each first aid kit should have a content list. It is important to keep track of what has been used and resupply it. If every worker takes a band-aid and the kit is not refilled, the box will be empty the next time first aid is needed.

## 4 FIRST AID RISK ASSESSMENT

When employers intend to begin **new operations**, they must carry out first aid risk assessments of all work sites to **identify hazards** and determine the **risk levels**. This includes the following criteria:

- Types of injury or illness that could happen.
- Likelihood of harm.
- Potential severity of the harm.
- Appropriate first aid kits, supplies, services, and equipment needed.

A first aid risk assessment has to be carried out for **every new work site**.

The work site first aid risk assessment has to be carried out by a competent person from the organization, in collaboration with the Joint Occupational Health and Safety (OHS) Committee, OHS Representative, or the workers.

Determine the highest number of people who are likely to be at the work site at any time, including non-employees also likely to be at the work site, such as volunteers, students, contractors, clients, the general public, etc.

### First Aid Risk Assessment Considerations

- Workplace characteristics.
- Number of workers per shift.
- Industry injury trends.
- Workplace history of incidents requiring first aid.
- Access to emergency medical services.
- Vicinity of trained first aiders to provide first aid.
- Work patterns of shift workers and other workers.
- Transportation available to transfer injured or ill workers.
- Special needs of workers with medical conditions or disabilities.

### Work Site First Aid Risk Levels

**Low:** Work sites with activities that have low likelihood of harm (low risk) to workers and overall low severity of impact from those harms.

**Moderate:** Work sites with activities that are neither low or high risk, where harms are considered to have moderate impact.

**High:** Work sites where activities have a higher likelihood of harm resulting from an incident and overall greater severity of harm if an incident takes place.

## FIRST AID RISK MATRIX

		Potential severity of injury or illness		
		Low	Moderate	High
Likelihood of illness or injury	Very Unlikely	Type 2: Basic first aid kit	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit
	Unlikely	Type 2: Basic first aid kit	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit
	Moderate	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit	Type 3: Intermediate first aid kit
	Likely	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit	Type 3: Intermediate first aid kit
	Very Likely	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit	Type 3: Intermediate first aid kit

### Transportation and Isolated Work Site First Aid Considerations

In the Northwest Territories camps and isolated work sites are common, as are extreme weather conditions. A first aid risk assessment needs to consider means of transportation and the distances that will be travelled.

Any work site more than one hour travel time from a hospital or medical facility, under normal travel conditions and using available means of surface transportation, is considered an isolated work site. The same applies for a work site where transport by aircraft is the normal or only method of transportation.

It is therefore crucial that **section 64 and section 65 of the *OHS Regulations*** regarding **transportation of workers and injured workers** are followed closely.

*If transportation by aircraft is the normal or only method for transporting an injured worker, an employer shall ensure:*

**“The first aid attendants, supplies, equipment and facilities available at the work site must be sufficient to render prolonged appropriate first aid to injured workers if weather conditions prohibit aircraft from reaching the work site.”**

- NWT OHS Regulations s.65 (5)(d)

### **First aid considerations for transportation of a worker**

Vehicles used by the employer to transport a worker must be equipped with:

- Type 2 first aid kit.
- Any additional supplies and equipment required to render prompts and appropriate first aid during transportation.
- Reasonable means of communication to contact both the work site and designated emergency contacts.
- An emergency telephone number list and other instructions for reaching:
  - Nearest fire and police service.
  - Ambulance service, or other transportation, meeting the requirements of section 65 of the OHS Regulations.
  - Appropriate medical facility or hospital.
  - Any other nearest appropriate service.

### **First aid considerations for transportation of an injured worker**

Section 65 of the *OHS Regulations* requires the employer to ensure appropriate means for transportation of injured workers, considering:

- Distances to be travelled.
- First aid risk assessment of the work site.
- Protection against the weather.
- Correct type and amount of supplies and equipment to provide prompt and appropriate first aid.
- Supplies and equipment readily available to a worker or first aid attendant.
- Capacity to accommodate and secure an occupied stretcher (if determined through first aid risk assessment as required for the work site).

### **First Aid Risk Assessment Time Frame**

The first aid risk assessment must be reviewed and revised:

- Within one year of the initial work site risk assessment.
- At intervals appropriate to the work site risk level.
- If operations at the work site changes significantly.

- **First Aid Risk Assessment templates are in Appendices C and D, pages 22 to 25.**
- **Number and Qualification Level of First Aid Attendants, Appendix E, page 26.**

## 5 FIRST AID KITS

Employers are required to provide the type, number, and size of first aid kits as set out in the OHS Regulation Schedules, fitting the number of workers at the site at any given time. Every worker should know where to find the first aid kit and any additional emergency equipment or supplies required at the work site.

### First Aid Kit Requirements

Appendix A presents the minimum requirements for first aid kit contents classification (type 1, 2, or 3), size (small, medium, or large), and the number of kits required at a specific work site.

First aid kits contents should be clean, dry, well organized, and contain no other non-first aid supplies, equipment, or materials.

The employer must ensure that all first aid kits are inspected within 90 days of receiving them, at intervals appropriate to the risk level of the work site, and after an incident where the kit was used. Used and expired items must be replaced.

### First Aid Kit Containers

The first aid kit container holds items identified in the OHS Schedules and must be:

- Portable.
- Able to close securely.
- Large enough to hold all contents required.
- Made of a material that protects the contents from dust and moisture.
- Permanently and clearly marked with words “First Aid” or with the symbol.

#### The First Aid Symbol:



*This vector image was created with Inkscape by MaxxL, and then manually edited by AnonMoos.*

*Reference: [https://en.wikipedia.org/wiki/First\\_aid#/media/File:ISO\\_7010\\_E003\\_-\\_First\\_aid\\_sign.svg](https://en.wikipedia.org/wiki/First_aid#/media/File:ISO_7010_E003_-_First_aid_sign.svg)*

## First Aid Kit Considerations

When identifying the classification and size, as well as how many kits are needed at a work site, an organization should consider the following:

- Level of risk specific to the work site identified with first aid risk assessment.
- Additional first aid requirements of workers in remote or isolated work sites.
- Numbers of employees as spread out over wide area versus in one location.
- Layout of the work site and whether multi-level or many interlinked sites.
- Distance from emergency medical services and response time for services.

## First Aid Kit Classifications

First aid kits are classified into three types to help organizations determine what suits the first aid need of their specific work sites. Types 2 and 3 are further broken down into subclasses.

- **Type 1:** Personal first aid kit
- **Type 2:** Basic first aid kit: small, medium, or large
- **Type 3:** Intermediate first aid kit: small, medium, or large

The type, size, and number of first aid kits an employer must provide is outlined in the Minimum First Aid Kits tables following as per the *NWT OHS Regulations Schedules*.

### MINIMUM FIRST AID KIT REQUIREMENTS – LOW RISK WORK SITE

#### OHS REGULATIONS - SCHEDULE B

Item	Number of Workers at the Work Site	Type of First Aid Kit	Number and Size of First Aid Kits
1	1	Type 1	(a) 1
2	2-25	Type 2	(a) 1 small
3	26-50	Type 2	(a) 2 small; or, (b) 1 medium
4	51-99	Type 2	(a) 4 small; (b) 2 medium; (c) 2 small and 1 medium; or, (d) 1 large
5	100 +	Type 2	(a) 4 small; (b) 2 medium; (c) 2 small and 1 medium; or, (d) 1 large

**Note:** Schedule B sets out minimum requirements in respect of the type, number, and size of first aid kits that a low risk work site must have. A first aid risk assessment may identify additional requirements in respect of first aid kits for a low risk work site.

## MINIMUM FIRST AID KIT REQUIREMENTS – MODERATE RISK WORK SITE

### OHS REGULATIONS - SCHEDULE C

Item	Number of Workers at the Work Site	Type of First Aid Kit	Number and Size of First Aid Kits
1	1	Type 2	(a) 1 small
2	2-25	Type 2	(a) 1 small
3	26-50	Type 2	(a) 2 small; or, (b) 1 medium
4	51-99	Type 2	(a) 4 small; (b) 2 medium; (c) 2 small and 1 medium; or, (d) 1 large
5	100 +	Type 2	(a) 4 small; (b) 2 medium; (c) 2 small and 1 medium; or, (d) 1 large

**Note:** Schedule C sets out minimum requirements in respect of the type, number, and size of first aid kits that moderate risk work sites must have. A first aid risk assessment may identify additional requirements in respect of first aid kits for a moderate risk work site.

## MINIMUM FIRST AID KIT REQUIREMENTS – HIGH RISK WORK SITE

### OHS REGULATIONS SCHEDULE - D

Item	Number of Workers at the Work Site	Type of First Aid Kit	Number and Size of First Aid Kits
1	1	Type 3	(a) 1 small
2	2-25	Type 3	(a) 1 small
3	26-50	Type 3	(a) 2 small; or, (b) 1 medium
4	51-99	Type 3	(a) 4 small; (b) 2 medium; (c) 2 small and 1 medium; or, (d) 1 large
5	100 +	Type 3	(a) 4 small; (b) 2 medium; (c) 2 small and 1 medium; or, (d) 1 large

**Note:** Schedule D sets out minimum requirements in respect of the type, number, and size of first aid kits that high risk work sites must have. A first aid risk assessment may identify additional requirements in respect of first aid kits for a high risk work site.

## APPENDIX A – FIRST AID KIT CONTENTS

The following tables list the minimum supply quantities required for each first aid kit type, size, and number of workers at a work site per shift in accordance with the *NWT OHS Regulations Schedules*.

### TYPE 1: PERSONAL FIRST AID KITS

#### OHS REGULATIONS - SCHEDULE E

Minimum Requirements for Type 1: Personal First Aid Kits		
Item no.	Description of First Aid Contents	Minimum Quantities Required
1	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	16
2	Gauze pad, sterile, individually wrapped, 7.6 × 7.6 cm (3 in × 3 in)	6
3	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm × 1.8 m (2 in × 2 yd)	1 roll
4	Compress/pressure dressing with ties, sterile, 10.2 × 10.2 cm (4 in × 4 in)	2
5	Triangular bandage, cotton, with 2 safety pins, 101.6 × 101.6 × 142.2 cm (40 in × 40 in × 56 in)	1
6	Adhesive tape, 2.5 cm × 2.3 m (1 in × 2.5 yd)	1 roll
7	Antiseptic wound cleansing towelette, individually wrapped	6
8	Antibiotic ointment, topical, single use	2
9	Hand/skin cleansing towelette, individually wrapped (or equivalent)	4
10	Examination gloves, disposable, medical grade, one-size, non-latex, powder free	2 pairs
11	Biohazard waste disposal bag (single use)	1
12	Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1
13	Contents list	1

**Notes:** 1. All first aid kit contents must be made of latex-free materials

2. All sizing of medical supplies and equipment are approximate, except where it states: minimum.



## TYPE 2: BASIC FIRST AID KITS

### OHS REGULATIONS - SCHEDULE F

Minimum Requirements for Type 2: Basic First Aid Kits				
Item no.	Description of First Aid Kit Contents	Minimum Quantities Required by Size of First Aid Kit		
		Small	Medium	Large
1	Adhesive bandages, sterile, assorted sizes (standard strip, large, fingertip, knuckle, large patch)	25	50	100
2	Gauze pad, sterile, individually wrapped, 7.6 × 7.6 cm (3 in × 3 in)	12	24	48
3	Abdominal pad, sterile, individually wrapped, 12.7 × 22.9 cm (5 in × 9 in)	1	2	2
4	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm × 1.8 m (2 in × 2 yd)	1 roll	2 rolls	4 rolls
5	Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm × 1.8 m (3 in × 2 yd)	1 roll	2 rolls	4 rolls
6	Compress/pressure dressing with ties, sterile, 10.2 × 10.2 cm (4 in × 4 in)	2	4	8
7	Triangular bandage, cotton, with 2 safety pins, 101.6 × 101.6 × 142.2 cm (40 in × 40 in × 56 in)	2	4	8
8	Adhesive tape, 2.5 cm (1 in)	2.3 m (2.5 yd) total length	4.6m (5 yd) total length	9.1m (10 yd) total length
9	Antiseptic wound cleansing towelette, individually wrapped	25	50	100
10	Antibiotic ointment, topical, single use	6	12	24
11	Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
12	CPR resuscitation barrier device, with one-way valve	1	1	1

(continued)

Type 2: Basic, continued				
Item no.	Description of First Aid Kit Contents	Minimum Quantities Required by Size of First Aid Kit		
		Small	Medium	Large
13	Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
14	Biohazard waste disposal bag, single use	1	2	2
15	Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5 in)	1	1	1
16	Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	1	1
17	Emergency blanket, aluminized, non-stretch polyester, minimum 132 × 213 cm (52 in × 84 in)	1	1	1
18	Contents list	1	1	1

**Notes:** 1. All first aid kit contents must be made of latex-free materials

2. All sizing of medical supplies and equipment are approximate, except where it states: minimum.

## TYPE 3: INTERMEDIATE FIRST AID KITS

### OHS REGULATIONS - SCHEDULE G

Minimum Requirements for Type 3: Intermediate First Aid Kits				
Item no.	Description of First Aid Kit Contents	Minimum quantities required by Size of First Aid Kit		
		Small	Medium	Large
1	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
2	Gauze pad, sterile, individually wrapped, 7.6 × 7.6 cm (3 in × 3 in)	12	24	48
3	Gauze pad, sterile, individually wrapped, 10.2 × 10.2 cm (4 in × 4 in)	6	12	24
4	Non-adherent dressing, sterile, individually wrapped, 5.1 × 7.6 cm (2 in × 3 in)	4	8	16
5	Abdominal pad, sterile, individually wrapped, 12.7 × 22.9 cm (5 in × 9 in)	1	2	4
6	Conforming stretch bandage, relaxed length, individually wrapped 5.1 cm × 1.8 m (2 in × 2 yd)	1 roll	2 rolls	4 rolls
7	Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm × 1.8 m (3 in × 2 yd)	1 roll	2 rolls	4 rolls
8	Compress/pressure dressing with ties, sterile, 10.2 × 10.2 cm (4 in × 4 in)	1	2	4
9	Compress/pressure dressing with ties, sterile, 15.2 × 15.2 cm (6 in × 6 in)	1	2	4
10	Triangular bandage, cotton, with 2 safety pins, 101.6 × 101.6 × 142.2 cm (40 in × 40 in × 56 in)	2	4	8
11	Tourniquet, arterial	1	1	1
12	Adhesive tape, 2.5 cm (1 in)	2.3 m (2.5 yd) total length	4.6 m (5 yd) total length	9.1 m (10 yd) total length

Type 3: Intermediate, continued				
Item no.	Description of First Aid Kit Contents	Minimum quantities required by Size of First Aid Kit		
		Small	Medium	Large
13	Elastic support/compression bandage, 7.6 cm (3 in)	1	2	2
14	Eye dressing pad, sterile, and eye shield with elastic strap	2 sets	2 sets	4 sets
15	Cold pack, instant (or equivalent)	1	2	4
16	Antiseptic wound cleansing towelette, individually wrapped	25	50	100
17	Antibiotic ointment, topical, single use	6	12	24
18	Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
19	Glucose tablets, 4 g (10 per package) or acceptable alternative	1 package	2 packages	2 packages
20	CPR resuscitation barrier device with one-way valve	1	1	1
21	Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
22	Biohazard waste disposal bag (single use)	2	4	8
23	Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5 in)	1	1	1
24	Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	1	1
25	Splint, padded, malleable, minimum size 10.2 × 61 cm (4 in × 24 in)	1	1	2
26	Emergency blanket, aluminized, non-stretch polyester, minimum 132 × 213 cm (52 in × 84 in)	1	2	2
27	Contents list	1	1	1

**Notes:** 1. All first aid kit contents must be made of latex-free materials

2. All sizing of medical supplies and equipment are approximate, except where it states: minimum.

## **APPENDIX B – FIRST AID REGISTER**

### **Why Keep a Register?**

A work site first aid register, also called a first aid logbook, is used to record work site injuries and treatment. This serves multiple purposes:

- Data tool for first aid risk assessment.
- Reference tool for workers about site-specific work-related injuries.
- Information tool for developing preventative measures.

### **What Do the Regulations Say?**

Under NWT *OHS Regulations* Section 63 an employer has to ensure the following:

- Provide every first aid station and first aid room with a first aid register.
- Record information about the incident and first aid treatment administered.
- First aid register has to be readily available to the OHS Committee for review.
- First aid register has to be kept for at least 3 years from the day it is not used.

### **How to Fill Out the Register?**

A first aider administering first aid to a worker fills in the register, or the workers add the information themselves if self-treating a minor injury:

- Worker's first and last name
- Date of incident
- Time of incident
- Location of incident
- Description of injury or ailment
- Details of the first aid administered
- Signature of both worker and first aider

### **Where to Keep the Register?**

The register of first aid logbook has to be kept in an easily visible location that is accessible to the worker and first aid attendant. Preferably close to the first aid kit.

### **Role of the OHS Committee?**

One of the functions of an Occupational Health and Safety Committee (OHS Committee) is to keep track of work accidents, occupational diseases and incidents that could have caused them. The first aid register can help them accomplish this.

## APPENDIX C – WORK SITE FIRST AID RISK ASSESSMENT: A CASE STUDY

The company RoadWorks ABC is a small company that specializes in remote highway repair. They have an office that includes a dispatcher/clerk, an administrative assistant, and business manager. The office is located in an office building within the municipal boundaries. RoadWorks ABC has a crew of eight to ten workers, depending on the job. The crew includes a foreman and up to nine workers, two of whom must have their First Aid qualifications. The crew is dispatched as a unit to roadworks on the NWT highway system, usually outside municipal limits.

Number of work sites: 2

<b>Work Site 1:</b> <i>Hwy 3, KM 52 (summer)</i>			<b>Work Site 2:</b> <i>Office, across from hospital</i>		
What is the maximum number of staff at work site on any shift?	<input checked="" type="checkbox"/> 2 – 25 <input type="checkbox"/> 26 – 50 <input type="checkbox"/> 51 – 100		What is the maximum number of staff at work site on any shift?	<input checked="" type="checkbox"/> 2 – 25 <input type="checkbox"/> 26 – 50 <input type="checkbox"/> 51 – 100	
<b>Identify hazards at the work site that could cause an injury that requires first aid</b>			<b>Identify hazards at the work site that could cause an injury that requires first aid</b>		
<b>Hazard</b>	<b>Resulting injury</b>	<b>Appropriate first aid kit*</b>	<b>Hazard</b>	<b>Resulting injury</b>	<b>Appropriate first aid kit*</b>
<i>Uneven ground</i>	<i>Sprain/ Strain/ Bruise</i>	<i>Type 3 + Splints</i>	<i>Electric cords and other tripping hazards</i>	<i>Sprain/ Strain/ Bruise</i>	<i>Type 2</i>
<i>Moving vehicles in work zone</i>	<i>Struck by/ crush injury</i>	<i>Type 3</i>	<i>Incorrectly set- up work station</i>	<i>Repetitive strain injury</i>	<i>Cold pack</i>
<i>Equipment in work zone</i>	<i>Pinch points/ Burns/Cuts/ Struck by</i>	<i>Type 3 + Burn dressings Eye wash solution</i>	<i>Sharp edges</i>	<i>Small cuts</i>	<i>Type 2</i>
<i>Insects</i>	<i>Bite Reaction/ Anaphylaxis</i>	<i>Additional: Epipen &amp; topical Benadryl</i>			
<i>Wildlife</i>	<i>Bites/Fecal exposure</i>	<i>Type 2 + Alcohol swabs</i>			
<i>Position of sun limiting vision</i>	<i>Struck by/ Trip &amp; fall</i>	<i>Type 3</i>			

\* Use the First Aid Risk Matrix on page 24 to determine the minimum first aid kit you need to provide sufficient first aid for the injury.

Risk Assessment, continued...

<b>Work Site 1:</b> <i>Hwy 3, KM 52 (summer)</i>		<b>Work Site 2:</b> <i>Office, across from hospital</i>	
How many injuries have occurred at the work site in the past two years that have required first aid?	<i>5</i>	How many injuries have occurred at the work site in the past two years that have required first aid?	<i>None</i>
How easily can an injured worker be safely transported to the closest medical facility?	<input type="checkbox"/> The work site is within community EMS service range. <input checked="" type="checkbox"/> The nearest medical facility is easily accessible by road. <input type="checkbox"/> The nearest medical facility is not easily accessible by road. <input type="checkbox"/> The nearest medical facility requires air transport.	How easily can an injured worker be safely transported to the closest medical facility?	<input checked="" type="checkbox"/> The work site is within community EMS service range. <input type="checkbox"/> The nearest medical facility is easily accessible by road. <input type="checkbox"/> The nearest medical facility is not easily accessible by road. <input type="checkbox"/> The nearest medical facility requires air transport.
Is the work site likely to include people other than staff? <input type="checkbox"/> Yes (see next box) <input checked="" type="checkbox"/> <b>No</b>	Maximum number of staff at the work site: A: <i>10</i> <hr/> Estimated number of additional people at the work site: B: <i>0</i> <hr/> A + B = <i>10</i>	Is the work site likely to include people other than staff? <input type="checkbox"/> Yes (see next box) <b>No</b>	Maximum number of staff at the work site: A: <i>3</i> <hr/> Estimated number of additional people at the work site: B: <i>0</i> <hr/> A + B = <i>3</i>
Does your industry have additional standards or guidelines for first aid kits at the work site?	<input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> Yes (list below)	Does your industry have additional standards or guidelines for first aid kits at the work site?	<input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> Yes (list below)
First Aid kit type, based on risk:	<input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input checked="" type="checkbox"/> Type 3	First Aid kit type, based on risk:	<input checked="" type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3
Minimum First Aid Kit size, based on the maximum number of people (staff plus additional people) at the work site	<input checked="" type="checkbox"/> Small <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Large	Minimum First Aid Kit size, based on the maximum number of people (staff plus additional people) at the work site	<input type="checkbox"/> Small <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Large
Is the work site spread over more than one level? <i>4 vehicles, plus check-in location</i>	<input checked="" type="checkbox"/> Yes: <input checked="" type="checkbox"/> No	Is the work site spread over more than one level?	<input type="checkbox"/> Yes: <input checked="" type="checkbox"/> No

*Risk Assessment, continued...*

<b>Work Site 1:</b> <i>Hwy 3, KM 52 (summer)</i>	<b>Work Site 2:</b> <i>Office, across from hospital</i>
<p>Does the work site require any additional first aid supplies? Please note that some equipment requires specialized training.</p> <ul style="list-style-type: none"> <li>• <i>Epipen for worker allergic to bees</i></li> <li>• <i>Benadryl for short-term relief from insect bites</i></li> </ul> <p>Supplies:</p> <ul style="list-style-type: none"> <li>• <i>Blanket</i></li> <li>• <i>Burn dressings</i></li> <li>• <i>Eye wash solution</i></li> <li>• <i>Lower extremity splints</i></li> <li>• <i>Pocket guide to first aid</i></li> <li>• <i>Extra alcohol swabs</i></li> </ul>	<p>Does the work site require any any additional first aid supplies? Please note that some equipment requires specialized training.</p> <ul style="list-style-type: none"> <li>• <i>Cold pack in freezer</i></li> </ul>
<p>Based on the risk assessment results, the following first aid supplies are required at the work site:</p> <p><i>3 Type 1 kits (personal): 1 in each vehicle</i></p> <p><i>1 Type 2 kit plus additional supplies in the designated transport vehicle</i></p> <p><i>1 Type 3 kit + extra supplies noted above at designated first aid location (check-in area)</i></p>	<p>Based on the risk assessment results, the following first aid supplies are required at the work site:</p> <p><i>1 Type 2 kit + cold pack to be stored in freezer</i></p>

**FIRST AID RISK MATRIX**

		Potential severity of injury or illness		
		Low	Moderate	High
Likelihood of illness or injury	Very Unlikely	Type 2: Basic first aid kit	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit
	Unlikely	Type 2: Basic first aid kit	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit
	Moderate	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit	Type 3: Intermediate first aid kit
	Likely	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit	Type 3: Intermediate first aid kit
	Very Likely	Type 2: Basic first aid kit	Type 3: Intermediate first aid kit	Type 3: Intermediate first aid kit

*Use the First Aid Risk Matrix to determine the minimum first aid kit you need to provide sufficient first aid for the injury.*



## APPENDIX D – FIRST AID RISK ASSESSMENT TEMPLATE

Work site: \_\_\_\_\_

What is the maximum number of employees at a work site during any shift? <input type="checkbox"/> 2 – 25 <input type="checkbox"/> 26 – 50 <input type="checkbox"/> 51 – 100		
<b>Identify hazards at the work site that could cause an injury that requires first aid</b>		
<b>Hazard</b>	<b>Resulting Injury</b>	<b>Appropriate First Aid Kit</b>
How many injuries occurred at the work site in the past two years that have required first aid? ____		
How easily can an injured worker be safely transported to the closest medical facility? <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> The work site is within community EMS service range.  <input type="checkbox"/> The nearest medical facility is easily accessible by road.  <input type="checkbox"/> The nearest medical facility is not easily accessible by road.  <input type="checkbox"/> The nearest medical facility requires air transport.           </div> </div>		
Is the work site likely to include people other than employees? (e.g. volunteers or visitors) <input type="checkbox"/> Yes ( <i>See next box</i> ) <input type="checkbox"/> <b>No</b>	Number of employees at a work site: ____ Additional people at the work site: + ____ Total number at the work site = ____	
Are work sites spread over more than one level? <input type="checkbox"/> No <input type="checkbox"/> Yes:		How many work sites? ____
Does your industry have additional standards or guidelines for first aid kits at the work site?		<input type="checkbox"/> <b>No</b> <input type="checkbox"/> Yes ( <i>Add below</i> )
Do any of the work sites require extra supplies to provide adequate first aid? <i>Please note that some equipment requires specialized training.</i>		
Type of First Aid kits required to address potential injuries: <input type="checkbox"/> Type 1: # of kits ____ <input type="checkbox"/> Type 2: # of kits ____ <input type="checkbox"/> Type 3: # of kits ____		
First Aid kit size based on the maximum number of people at a work site <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large		
Based on the First Aid risk assessment results, the following First Aid kits and supplies are required at the work site to provide necessary first aid in the event of an injury: ( <i>Add list here</i> )		

## APPENDIX E – FIRST AID ATTENDANTS

### OHS REGULATIONS - SCHEDULE H

Minimum First Aid Attendant Requirements				
Item no.	Number of Workers at Work Site	Number and Qualification Level of First Aid Attendants		
		Low Risk Work Site	Moderate Risk Work Site	High Risk Work Site
1	1	(a) 1 intermediate	(a) 1 intermediate	(a) 1 intermediate
2	2-10	(a) 1 intermediate	(a) 1 intermediate	(a) 1 advanced
3	11-20	(a) 2 intermediate	(a) 2 intermediate	(a) 2 advanced
4	21-30	(a) 3 intermediate	(a) 3 intermediate	(a) 3 advanced
5	31-40	(a) 4 intermediate	(a) 4 intermediate	(a) 4 advanced
6	41-50	(a) 5 intermediate	(a) 4 intermediate; and (b) 1 advanced	(a) 5 advanced; and (b) 1 EMT
7	51-60	(a) 6 intermediate	(a) 5 intermediate; and (b) 1 advanced	(a) 6 advanced; and (b) 1 EMT
8	61-70	(a) 7 intermediate	(a) 6 intermediate; and (b) 1 advanced	(a) 7 advanced; and (b) 1 EMT
9	71-80	(a) 8 intermediate	(a) 7 intermediate; and (b) 1 advanced	(a) 8 advanced; and (b) 1 EMT
10	81-90	(a) 9 intermediate	(a) 8 intermediate; and (b) 1 advanced	(a) 9 advanced; and (b) 1 EMT
11	91-100	(a) 10 intermediate	(a) 9 intermediate; and (b) 1 advanced	(a) 10 advanced; and (b) 1 EMT

## APPENDIX F – LEGISLATION

### ***SAFETY ACT NORTHWEST TERRITORIES***

#### **HEALTH AND SAFETY**

4. (1) Every employer shall
  - (a) maintain his or her establishment in such a manner that the health and safety of persons in the establishment are not likely to be endangered;
  - (b) take all reasonable precautions and adopt and carry out all reasonable techniques and procedures to ensure the health and safety of every person in his or her establishment; and
  - (c) provide the first aid service requirements set out in the regulations pertaining to his or her class of establishment.
- (2) If two or more employers have charge of an establishment, the principal contractor or, if there is no principal contractor, the owner of the establishment, shall coordinate the activities of the employers in the establishment to ensure the health and safety of persons in the establishment.
5. Every worker employed on or in connection with an establishment shall, in the course of his or her employment,
  - (a) take all reasonable precautions to ensure his or her own safety and the safety of other persons in the establishment; and
  - (b) as the circumstances require, use devices and articles of clothing or equipment that are intended for his or her protection and provided to the worker by his or her employer, or required pursuant to the regulations to be used or worn by the worker.

### ***OCCUPATIONAL HEALTH AND SAFETY REGULATIONS NORTHWEST TERRITORIES - [amendment](#)***

The Commissioner, on the recommendation of the Minister, under section 25 of the *Safety Act* and every enabling power, orders as follows:

#### **Provision of First Aid**

55. (1) Subject to section 58, an employer shall
- (a) provide the first aid attendants, supplies, equipment, facilities and transportation required by this Part
    - (i) to render prompt and appropriate first aid to workers, and
    - (ii) to render prompt and appropriate transportation for injured workers to the nearest appropriate medical facility or hospital;
  - (b) review the provisions of this Part in consultation with the Committee or representative or, if there is no Committee or representative available, the workers; and
  - (c) ensure that, where a worker could be entrapped or incapacitated in a situation that could be dangerous to an individual involved in the rescue of the worker,
    - (i) an effective written procedure for the rescue of the worker is developed, and
    - (ii) appropriate first aid attendants and rescue equipment are provided.
- (2) Subject to section 58, if the provisions of this Part are not adequate to render prompt and appropriate first aid to workers, including prompt and appropriate first aid to workers who could be injured by specific hazards that are or could be present at a work site, which have been

identified through a first aid risk assessment, an employer shall provide any additional first aid attendants, supplies, equipment, facilities and transportation required to render prompt and appropriate first aid to workers.

### **CSA First Aid Kits Standard**

56. The CSA First Aid Kits Standard is adopted, subject to any modifications contained in this Part.

### **First Aid Risk Assessment**

57. (1) An employer shall ensure that a first aid risk assessment is carried out in respect of each work site, in accordance with the CSA First Aid Kits Standard, to determine the first aid attendants, supplies, equipment, facilities and transportation required

- (a) to render prompt and appropriate first aid to workers; and
- (b) to render prompt and appropriate transportation for injured workers to the nearest appropriate medical facility or hospital.

(2) An employer shall ensure that a competent individual carries out a first aid risk assessment in consultation with the Committee or representative or, if no Committee or representative is available, the workers.

(3) At a minimum, a first aid risk assessment must include

- (a) an identification of hazards that are or could be present at the work site;
- (b) an assessment of
  - (i) the types of injuries that could occur
  - (ii) the likelihood of the occurrence of injury, and
  - (iii) the potential severity of that injury;
- (c) an assessment of any barriers to first aid being provided to a worker;
- (d) an assessment of the time that may be required to obtain transportation and to transport an injured worker to the nearest appropriate medical facility or hospital;
- (e) a determination of the risk level of the work site;
- (f) a determination of the first aid attendants, supplies, equipment, facilities and transportation required to render prompt and appropriate first aid to workers;
- (g) an assessment of whether the provisions of this Part are adequate to render prompt and appropriate first aid to workers, including an assessment of
  - (i) whether the minimum requirements in respect of the type, number and size of first aid kits that must be provided at or near the work site, as set out in Schedule B, C or D, are adequate, and
  - (ii) whether the minimum requirements in respect of the number of first aid attendants that must be provided for the work site, and in respect of the qualifications of those attendants, as set out in Schedule H, are adequate;
- (h) if the provisions of this Part are not adequate to render prompt and appropriate first aid to workers, a determination of any additional first aid attendants, supplies, equipment, facilities and transportation required to render prompt and appropriate first aid to workers; and
- (i) a determination of the first aid attendants, supplies, equipment, facilities and transportation required to render prompt and appropriate transportation for injured workers to the nearest appropriate medical facility or hospital.

(4) For greater certainty, an assessment under subparagraph (3)(g)(i) must include an assessment of whether the minimum requirements in respect of the contents of any first aid kit

required by this Part, as set out in Schedule E, F or G, are adequate.

(5) An employer shall ensure that a first aid risk assessment carried out under subsection (1) includes a consideration of each type of work that is or is intended to be carried on at the work site.

(6) If a work site is determined to have more than one risk level, the highest risk level applies to the work site for the purposes of these regulations.

(7) An employer shall ensure that a first aid risk assessment is reviewed and, if necessary, revised

(a) at periodic intervals that are appropriate for the risk level of the work site; and

(b) whenever there is a change of circumstances that could affect the risk level of the work site.

(8) Subject to section 4 of these regulations, if two or more employers have charge of an establishment, the requirements of this section are meant to be imposed primarily on the principal contractor as described in section 4 of the Act or, if there is no principal contractor, on the employer with the greatest degree of control over the work site.

### **Multiple Employers**

58. (1) If there are multiple employers at a work site,

(a) the employers may agree in writing to provide collectively the first aid attendants, supplies, equipment, facilities and transportation for injured workers required by this Part; or

(b) a safety officer may require the employers to provide collectively the first aid attendants, supplies, equipment, facilities and transportation for injured workers required by this Part.

(2) If paragraph (1)(a) or (b) applies, the total number of workers of all employers at the work site is deemed to be the number of workers at the work site.

### **First Aid Kits**

59. (1) An employer shall, for each work site, provide, maintain and keep readily accessible the type, number and size of first aid kits meeting the requirements set out in the CSA First Aid Kits Standard, subject to any modifications contained in this Part.

(2) An employer shall ensure that each worker is aware of the location of all first aid kits provided for the work site and any associated supplies or equipment.

(3) At a minimum an employer shall provide, at or near a low risk work site, the type, number and size of first aid kits set out in Schedule B for the number of workers at the work site at any one time.

(4) At a minimum an employer shall provide, at or near a moderate risk work site, the type, number and size of first aid kits set out in Schedule C for the number of workers at the work site at any one time.

(5) At a minimum an employer shall provide, at or near a high risk work site, the type, number and size of first aid kits set out in Schedule D for the number of workers at the work site at any one time.

### **Minimum Contents of First Aid Kits**

59.1. (1) If an employer is required to provide a Type 1 first aid kit under this Part, the employer shall ensure that the Type 1 first aid kit contains, at a minimum, the supplies and equipment set out in Schedule E.

(2) If an employer is required to provide a Type 2 first aid kit under this Part, the employer shall ensure that the Type 2 first aid kit contains, at a minimum, the supplies and equipment set out in

Schedule F.

(3) If an employer is required to provide a Type 3 first aid kit under this Part, the employer shall ensure that the Type 3 first aid kit contains, at a minimum, the supplies and equipment set out in Schedule G.

#### **First Aid Kit Container**

59.2. (1) An employer shall ensure that all of the contents required by this Part in a first aid kit are kept in a container that is

- (a) of sufficient size to contain the contents;
- (b) capable of being securely closed;
- (c) portable;
- (d) constructed of a material that protects the contents from dust and moisture; and
- (e) durably and legibly marked or labelled with the "First Aid" statement or symbol.

(2) An employer shall ensure that (a) the contents of the first aid kit are organized in the container in a logical and orderly fashion; and (b) no supplies, equipment or materials other than supplies and equipment for first aid are kept in the container.

(3) An employer shall ensure that supplies and equipment for first aid are protected and kept in a clean and dry state and at an appropriate temperature.

#### **Maintenance of First Aid Kits**

59.3. (1) An employer shall ensure that a first aid kit provided under this Part is regularly inspected at periodic intervals to ensure the completeness and usability of the contents at all times.

(2) At a minimum, an employer shall ensure that the first aid kit is inspected first aid kit is inspected

- (a) within 90 days after the day on which the first aid kit was originally provided and thereafter at intervals not exceeding 90 days; and
- (b) within a reasonable amount of time after any first aid incident if the first aid kit was used, considering the nature of the incident and the type and quantity of supplies and equipment used.

#### **First Aid Register**

63. An employer shall ensure that

- (a) each first aid station and first aid room is provided with a first aid register;
- (b) the particulars of first aid treatments administered or cases referred to medical attention are recorded in the first aid register;
- (c) the first aid register is readily available for inspection by the Committee or representative; and
- (d) a first aid register that is no longer in use is retained for a period of not less than three years after the day on which the register ceased to be used.

#### **Workers Being Transported Transport**

64. An employer shall ensure that a vehicle used by the employer for the purpose of transporting workers, or a

vehicle under the employer's control and used for that purpose,

- (a) is equipped with a Type 2 first aid kit, and any additional supplies and equipment required to render prompt and appropriate first aid to the workers, that are readily available to the workers during transportation;

- (b) is equipped with an emergency telephone number list and other instructions for reaching
  - (i) the nearest fire and police service,
  - (ii) an ambulance service, or other transportation, meeting the requirements of section 65,
  - (iii) the nearest appropriate medical facility or hospital, and
  - (iv) any other nearest appropriate service; and
- (c) is equipped, if reasonably possible, with a means of communication that permits contact with the work site and with the services referred to in subparagraphs (b)(i) to (iv).

### **Transportation of Injured Workers**

65. (1) An employer shall ensure that a prompt and appropriate means of transportation for injured workers to the nearest appropriate medical facility or hospital is available.

(2) The following meet the requirements of subsection (1):

- (a) an ambulance service that is within 30 minutes' travel time from the ambulance base to the work site under normal travel conditions;
- (b) the nearest appropriate means of transportation, having regard to the distance to be travelled and a first aid risk assessment of the work site, that
  - (i) affords protection against the weather,
  - (ii) is equipped, if reasonably possible, with a means of communication that permits contact with the work site and with the medical facility or hospital to which the injured worker is being transported,
  - (iii) is equipped with any supplies and equipment required to render prompt and appropriate first aid to the injured worker, that are readily available to the worker or to any first aid attendant accompanying the worker during transportation, and
  - (iv) is capable of accommodating and securing an occupied stretcher, if it has been determined through a first aid risk assessment that a stretcher is required for the work site.

(3) An employer shall provide a means of communication to summon the transportation required by subsection (1).

(4) An employer shall ensure that an injured worker is accompanied by a first aid attendant during transportation if the worker is seriously injured or, in the opinion of a first aid attendant, the worker needs to be accompanied during transportation.

(5) If transportation by aircraft is the normal or only method for transporting an injured worker, an employer shall ensure that all of the following requirements are met:

- (a) before the start of operations at a work site, arrangements must be made with an air service to ensure that an appropriate aircraft is available to the work site during those operations;
- (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 means of communication must be provided that permits contact between a pilot of the aircraft and a first aid attendant attending to the injured worker when the aircraft is in transit to the location of the injured worker and during transportation of the injured worker to a medical facility or hospital;
- (d) the first aid attendants, supplies, equipment and facilities available at the work site must be sufficient to render prolonged appropriate first aid to injured workers if weather conditions prohibit aircraft from reaching the work site.

# FIRST AID KITS

Workers' Safety and Compensation Commission  
Northwest Territories and Nunavut

WSCC Emergency Reporting  
24-hour Incident Reporting Line

**1 800 661-0792**

**WSCC**



If you would like this Code of Practice in another language, please contact us.