

NORTHWEST TERRITORIES & NUNAVUT

CODES OF PRACTICE

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

First Aid Training



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



First Aid Training

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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 *OHS 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 and Nunavut *Safety Act*.

The *First Aid Training Code of Practice* applies to all worksites covered by the Northwest Territories and Nunavut *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 came into effect on January 1, 2021, in the Northwest Territories and on February 12, 2021 in Nunavut. The code refers to the *CSA Standard Z1210:17 First Aid Training for the Workplace* in accordance with the section 1 of the amendment.

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

IN EFFECT DATES:

Northwest Territories: January 1, 2021

Nunavut: May 1, 2021



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 wscn.nt.ca or wscn.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 Canadian Standard Association (CSA) First Aid Training Standard for an advanced workplace first aid training level.

Certificate – a document issued by a training agency, certifying an individual as holder of a valid level of first aid training after completion of workplace first aid training established through an approved and appropriate evaluation.

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. It involves 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.

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 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.

First aid training course – instructional materials and resources designed to be delivered as a single unit of work site or workplace first aid training.

First aid training provider – a person, organization, or entity that delivers valid workplace first aid training.

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

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.

Instruct – to give information and direction to the worker with respect to a particular subject matter.

Instructor – a competent individual authorized to deliver work site first aid training and assess competency on behalf of a training agency.

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.

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.

Practical skills demonstration – hands-on learning to prepare a learner and/or assess a learner’s training that takes place in a supervised setting.

Qualified individual – an individual who has 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.

Quality management – process by which training is evaluated and maintained.

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

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

Training – a structured activity with measurable competencies whereby specific knowledge and skills are imparted to a trainee.

Training agency – an organization that develops and authorizes the delivery of specific training programs in accordance with current and valid approved criteria.

Valid - a state of being legally or officially binding or acceptable due to execution in compliance with the law.

Validity - a state of being legally or officially binding and/or when related to learning, when an assessment accurately measures the learning outcomes intended.

Work site – any location in which work-related activities are performed. Also called a workplace in the Canadian Standards Association (CSA) Standards. This can also include locations such as a vehicle or mobile equipment.

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 Standard Z1210:17 First Aid Training for the Workplace* sets the national standard for those who design, develop, deliver, maintain, and review workplace first aid training courses.

Why are the regulations changed?

A national system was developed to:

- Set minimum requirements for workplace first aid programs.
- Set minimum requirements for workplace first aider qualifications.
- Simplify accreditation across jurisdictions.
- Improve course design and delivery.
- Advance collective first aid best practices across workplaces.

What does this involve?

New legislation means training agencies need to update first aid training to reflect the *CSA Standard Z1210:17 First Aid Training for the Workplace* when the First Aid Amendment goes into effect on January 1, 2021, in the Northwest Territories, and February 12, 2021, in Nunavut.

This Code of Practice refers to the *CSA Standard Z1210:17* as a minimum requirement for organizations governed by the *Safety Acts* and *OHS Regulations* of the Northwest Territories (NWT) and Nunavut (NU).

Certification Validity?

Valid certificates will be recognized as valid to the date of expiry for those who hold the following qualifications (Section 60 (5)(6) of the *OHS Amendment*):

- *Level 1* qualification is valid as *Intermediate First Aid* qualification.
- *Level 2* qualification is valid as *Advanced First Aid* qualification.

What is excluded?

This *CSA Standard Z1210:17* does not include:

- Specialty first aid training requirements (e.g. marine or mining).
- Workplace first aid training for members of the public.
- Workplace instructor training.

3 ROLES & RESPONSIBILITIES

The role and responsibilities of the workplace first aider must be appropriate to the level of workplace first aid training.

Employers are responsible for ensuring:

- The correct number of first aiders and their level of training at the work site.
- Workplace first aiders with valid first aid qualifications that are appropriate to the risk level and the size of workforce at the work site during working hours.

[Also see the NWT & NU *First Aid Kits Code of Practice* and the *CSA Standard Z1220-17: First Aid Kits for the Workplace*]

Training agencies are responsible for ensuring workplace first aid training instructors have the following:

- Proper level of subject matter expertise.
- Competency in methods and teaching techniques suitable for adult learning.
- Education, training, and experience appropriate to the level of qualification.

Training agencies have to document policies and procedures on:

- Processes used to develop or update workplace first aid training.
- Appropriate instructional methods corresponding to the competencies defined in *CSA Standard Z1210:17 First Aid Training for the Workplace*.
- Instructor training and qualification processes.
- Learner assessment processes.
- Records retention and management of program records.
- Quality management and first aid program evaluation.

4 FIRST AID PROGRAM DESIGN

A training agency needs to design and provide workplace first aid training that leads to the highest likelihood for learning and success.

Generally this refers to the:

- Training environment
- Training materials
- Training Equipment
- Course duration
- Assessment tool

“The training course shall include both a practical skills demonstration and a knowledge component.”

- CAN/CSA Z1220-17 pg.13

Training agencies have to include an assessment tool that shows changes in knowledge and competency of the work site first aider/ first aid attendant.

WORK SITE FIRST AID ATTENDANT TRAINING LEVELS

Under *OHS Regulations* Section 60 (1) First Aid Attendants, the employer should ensure a first aid attendant required at a work site holds an **Intermediate or Advanced training qualification**.

Intermediate:

- Competency at the basic training level.
- Provide larger range of emergency first aid care for injured or ill workers.

Advanced:

- Competency at the basic and intermediate training levels.
- Provide care with specialized equipment specific to the workplace.

Under Section 60 (5)(6) of the amended *OHS Regulations*, until expired or terminated the following certificate equivalencies remain valid :

- *Level 1* qualification is valid as *Intermediate First Aid* qualification
- *Level 2* qualification is valid as *Advanced First Aid* qualification

[See Appendix A: Legislation, in this Code of Practice]

5 CERTIFICATION

Under Section 60.1. (1) of the *OHS Regulations Amendment*, a certificate issued by an approved agency is not valid unless the certificate specifies:

- Level of the first aid qualification
- Expiry date

Only an approved training agency can issue a work site first aid certificate to a person who meets the competency requirements set out in the CSA First Aid Standard for work site first aid training.

The certificate has to indicate that the holder has successfully achieved the specified training level.

Certificates should contain:

- Name of the learner.
- Level of workplace first aid training.
- Date of certificate issuance.
- Date of expiration.
- Name of the training agency.
- Province or territory of issuance.

Certificates

Section 60.1.(2) A certificate referred to in subsection (1) must indicate **an expiry date that is not more than three years from its date of issue.**

Records of training and certification:

Employers should maintain and store training records for specified periods in accordance with applicable legislation and organizational requirements. Records should include:

- Details of the certificates issued.
- Training and assessment records:
 - Record of participation.
 - Record of assessment.
 - Learner assessment results.

APPENDIX A – LEGISLATION

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
12	More than 100	(a) 10 intermediate plus 1 additional intermediate for each unit of 1 to 10 workers in excess of 100 workers	(a) 9 intermediate plus 1 additional intermediate for each unit of 1 to 10 workers in excess of 100 workers; and (b) 1 advanced plus 1 additional advanced for each unit of 50 workers in excess of 100 workers	(a) 10 advanced plus 1 additional advanced for each unit of 1 to 10 workers in excess of 100 workers; and (b) 1 EMT plus 1 additional EMT for each unit of 100 workers in excess of 100 workers

SAFETY ACT
NORTHWEST TERRITORIES & NUNAVUT

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
AMENDMENT

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

2. Section 1 is amended by
 - (a) repealing paragraph (a) of the definition "emergency medical technician" or "EMT" and substituting the following:
 - (a) holds a valid
 - (i) advanced first aid qualification, or
 - (ii) licence, certificate or other qualification that, in the opinion of the Chief Safety Officer, is equivalent or superior to the qualification referred to in subparagraph (i),
 - (b) repealing the definitions "first aid qualification", "high hazard work", "isolated work site", "Level 1 qualification" and "Level 2 qualification"; and
 - (c) adding the following definitions in alphabetical order:

"advanced first aid qualification" means a certificate that

(a) is issued by an approved agency to a person who has met the competency requirements set out in the CSA First Aid Training Standard for an advanced workplace first aid training level, and

(b) indicates that the holder has successfully achieved that training level;

"CSA First Aid Training Standard" means the Canadian Standards Association standard CSA Z1210-17, *First Aid Training for the Workplace - Curriculum and Quality Management for Training Agencies*, as amended from time to time

"first aid qualification" means

(a) an intermediate first aid qualification, or

(b) an advanced first aid qualification;

"intermediate first aid qualification" means a certificate that

(a) is issued by an approved agency to a person who has met the competency requirements set out in the CSA First Aid Training Standard for an intermediate workplace first aid training level, and

(b) indicates that the holder has successfully achieved that training level;

7. Subsection 33(1) is amended by striking out "assistance is not readily available in the event of injury, ill health or emergency" and substituting "assistance from another person who is a first aid attendant is not readily available in the event of injury or emergency".

10. Paragraph 281(7)(b) is amended by striking out "a Level 1 first aid qualification certificate" and substituting "an intermediate first aid qualification".

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.

First Aid Attendants

60. (1) An employer shall ensure that a first aid attendant required by these regulations holds a valid

- (a) intermediate first aid qualification; or
- (b) advanced first aid qualification.

(2) At a minimum, an employer shall provide for a work site, the number of first aid attendants set out in Schedule H, holding the first aid qualifications set out in that schedule, for

- (a) the risk level of the work site; and
- (b) the number of workers at the work site at any one time.

(3) An employer shall ensure that a first aid attendant required under subsection (2) is readily available during working hours.

(4) An employer shall

- (a) allow a first aid attendant and any other worker that the first aid attendant needs for assistance, to render prompt and appropriate first aid to a worker; and
- (b) ensure that the first aid attendant and any other worker assisting the first aid attendant have adequate time, with no loss of pay or benefits, to provide first aid.

(5) A person who on the coming into force of this section holds a "Level 1 qualification" as defined in section 1 of these regulations as that section read immediately before the coming into force of this section, that is valid in accordance with section 59 of these regulations as that section read immediately before the coming into force of this section, is deemed to be the holder of a valid intermediate first aid qualification for the purposes of these regulations until the Level 1 qualification expires or is terminated.

(6) A person who on the coming into force of this section holds a "Level 2 qualification" as defined in section 1 of these regulations as that section read immediately before the coming into force of this section, that is valid in accordance with section 59 of these regulations as that section read immediately before the coming into force of this section, is deemed to be the holder of a valid advanced first aid qualification for the purposes of these regulations until the Level 2 qualification expires or is terminated.

Certificates

60.1. (1) A certificate issued by an approved agency is not valid for the purposes of this Part, unless the certificate specifies a level of first aid qualification and an expiry date.

(2) A certificate referred to in subsection (1) must indicate an expiry date that is not more than three years from its date of issue.

Lodging

60.2. Notwithstanding any other provision of this Part, if an employer provides lodging for workers at or near a work site, the employer shall provide the first aid attendants, supplies, equipment, facilities and transportation for injured workers required by this Part based on the total number of workers at or near the work site, whether or not the workers are all working at any one time.

First Aid Room

62. If there are likely to be 100 or more workers working at an isolated work site at any one time, an employer shall provide a first aid room that
- (a) is of adequate size, is clean and is provided with adequate lighting, ventilation and heating;
 - (b) is equipped with
 - (i) a permanently installed sink, with hot and cold water,
 - (ii) the first aid supplies and equipment and the documents required by this Part, and
 - (iii) a cot or bed with pillows;
 - (c) is under the charge of a first aid attendant with the qualifications required by this Part, who is readily available during working hours; and
 - (d) is used exclusively for the purposes of administering first aid.

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 TRAINING

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.