

	Title	First Aid Services	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	6.2	Revised	05 Jan 2026

1. Policy Statement

Immediate care can mean the difference between recovery and tragedy.

Artistic Stairs is committed to providing prompt and effective first aid to any worker who is injured or becomes ill at the worksite. We will ensure that appropriate equipment, supplies, and trained personnel are available at all times, matching the specific hazards of our work.

2. Purpose & Scope

- **Purpose:** To establish the requirements for first aid services, supplies, and equipment in compliance with *Part 11 of the Alberta Occupational Health and Safety Code*.
 - **Scope:** Applies to all worksites, vehicles, and office locations.
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3. Roles & Responsibilities

- **Management:**
 - Conduct a First Aid Hazard Assessment for every project to determine the required level of services (number of first aiders, type of kits).
 - Ensure first aid kits meet CSA Standard Z1220-17.
 - Provide a means of communication to summon emergency medical services (EMS).
- **Supervisors:**
 - Ensure the required number of certified First Aiders are present on shift.
 - Verify that First Aid kits are accessible, clearly marked, and fully stocked.
 - Ensure the Emergency Transportation Plan is in place (e.g., vehicle available to transport injured workers).
- **First Aiders:**
 - Administer first aid within the scope of their training.
 - Record all treatments in the *First Aid Record Log*.
 - Maintain the confidentiality of the injured worker's medical information.
- **Workers:**
 - Report all injuries (no matter how minor) to a First Aider immediately.

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4. Procedures & Standards

1) Classifying the Worksite

To determine the first aid requirements, our organization classifies its operations based on Schedule 2 of the OHS Code:

- **Construction Work:** Classified as "High Hazard" work.
- **Office Work:** Classified as "Low Hazard" work.

2) First Aid Kits (CSA Standards)

We have transitioned to the CSA Z1220-17 standard. Old "Number 1, 2, or 3" kits are no longer purchased.

- **Personal Kits (Type 1):** Distributed to workers working in isolation.
- **Basic Kits (Type 2):** For low-risk areas (Offices).
- **Intermediate Kits (Type 3):** Required for most Construction Sites.
 - o *Small:* 1-25 workers.
 - o *Medium:* 26-50 workers.
 - o *Large:* 51-100 workers.

3) First Aid Personnel (CSA Training)

We ensure first aiders hold valid certificates aligned with CSA Z1210-17:

- **Basic First Aider:** (Formerly "Emergency First Aid").
- **Intermediate First Aider:** (Formerly "Standard First Aid") – *This is the standard requirement for our construction supervisors.*
- **Advanced First Aider:** Required for distant/isolated high-hazard sites.

4) Duty to Report & Record

- **Treatment:** Every time a First Aider treats a worker (even for a cut requiring a Band-Aid), it **must** be recorded.
- **The Log:** A *First Aid Record Log* is kept in every kit. It records:
 - o Name of injured worker.
 - o Date and time of injury.

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- o Description of injury and treatment provided.
- o Name and signature of the First Aider.
- **Confidentiality:** Access to first aid records is restricted to the worker, the First Aider, and the Safety Coordinator/Management.

5) *Emergency Transportation*

- If an injury requires medical aid, our company representatives will provide transportation to a health care facility (e.g., hospital or clinic) when available.
 - **Ambulance:** For serious injuries, call 911. Do not transport seriously injured workers in a personal vehicle unless directed by EMS.
 - **Company Vehicle:** For minor "walking wounded" injuries, a company vehicle may be used, provided the injured worker is accompanied by a First Aider.
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5. References & Legislation

- **Alberta OHS Code:** Part 11 (First Aid), Schedule 2 (First Aid Requirements)
- **CSA Standards:** Z1210-17 (Training) and Z1220-17 (Kits)
- **Related Forms:**
 - o First Aid Hazard Assessment
 - o First Aid Treatment Record (Confidential)