

First Aid Risk Assessment

On April 1st 2021, the OH&S Regulations 1996 were updated, and its title changed to “Occupational health and Safety Regulations 2020” to reflect this update. The first aid section (Part 5) was changed extensively and now aligns with a national standard (CSA Z1220-17). Our regulations now stipulate that a “first aid risk assessment” mentioned in that standard must be completed for the workplace or worksite.

These assessments are intended to identify first aid risks. These risks can include critical tasks that have risk to cause first aid injury, tasks that have caused injury in the past or new tasks that can cause harm. Below is an example of what this assessment may look like.

FIRST AID RISK ASSESSMENT

Company Name	Date
Assessment Team	Workplace Location

REFERENCE OCCUPATIONAL HEALTH AND SAFETY REGULATIONS 2020 (PART 5) AND CSA Z1220-17. FIRST AID KITS FOR THE WORKPLACE FOR MORE INFORMATION

What is the maximum number of employees at the workplace during any shift? (Ensure visitors, volunteers and other contractors are counted in this number)

2 – 25 26 – 50 51 – 100 100+

Identify hazards at the workplace that could cause an injury that requires first aid	Job Task	Priority/Severity	Resulting Injury	Appropriate First Aid Kit

Priority Index Table:

Risk Priority	Risk Severity	Frequency	Probability	Priority/Severity
Frequent (1)	Catastrophic (A)	1A (H)	1B (H)	1C (H)
Occasional (2)	Major (B)	2A (H)	2B (H)	2C (M)
Rare (3)	Minor (C)	3A (H)	3B (M)	3C (M)
Improbable (4)	Minor (C)	4A (M)	4B (M)	4C (L)
Extremely Improbable (5)	Minor (C)	5A (M)	5B (L)	5C (L)

Priority/Severity
 Red: High Priority (H)
 Yellow: Moderate Priority (M)
 Green: Low Priority (L)
 First Aid Kit Types
 Type 1: For Low hazards
 Type 2: For Moderate hazards or low hazards with 2 or more workers
 Type 3: For High hazards

Your First Aid Kit selection is based upon your highest ranking hazard

Much like your worksite inspections and hazard assessments, a first aid risk assessment should be factored into your program frequencies. It should also be reviewed and revised when any changes occur at each jobsite.

This can be tricky for service workers due to multiple places of work in one day. Generally, employers should evaluate the types of service calls they receive and conduct first aid risk assessments that cover routine work.

This should cover the maximum number of workers and the **highest known risks**. These risk assessments should be updated as conditions change to help ensure your

workers are protected and have an adequate amount of first aid equipment, training, etc.

A competent worker must be a part of these assessments. Their input on the work conducted will help ensure all risks are identified.

Key Items to Remember:

- Conduct at each place/location of the business
- Plan for the maximum number of workers on site
- Multiple places/shifts; need to have an adequate number of first aid personnel on-site at all times
- Be detailed in the job task section
- Set a reasonable frequency and review/revise when conditions change, much like your site inspections and hazard assessments.
- Your Occupational Health Committee/ Representative can assist with conducting and reviewing assessments

The CSA standard itself is an excellent resource when conducting this assessment. It has the details on what must be done. It also has the inventory lists for the first aid supplies that will be required.

Legislation:

Part 5 of the Saskatchewan Occupational Health and Safety Regulations

Table 9 – Summary of First Aid Personnel Requirements

Helpful Links

The SCSA has a First Aid Risk Assessment Word or PDF document for you to utilize found on our website under the resource tab.

For information regarding how to fill out our First Aid Risk Assessment, visit our YouTube channel for a step-by-step run-through of the document. :

https://www.youtube.com/watch?v=mkve_-Ah_1l

CSA communities has free access to CSA Z1220-17 “First Aid Kits in the Workplace” when you create an account here-

<https://community.csagroup.org/login.jspa?referer=%252FIndex.jspa>

Tool Box Talk

When accidents and incidents happen on the jobsite, we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers is often missed.

Tool Box Talks can go by many names, and although formats may vary, these meetings all serve one purpose: to inform employees and contract workers. Tool Box Talks are short, informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up-to-date on the information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance, and any follow-up actions to be taken. Not only do these forms help with consistency of record keeping, but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.

One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks.

Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun and stay on top of what is necessary to keep safety culture a strong part of the business.

For a full listing of Tool Box Talk topics, visit: www.scsaonline.ca/resources/tool-box-talks

For a copy of the Tool Box Talk form, visit: www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf

About the Saskatchewan Construction Safety Association

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership-based, nonprofit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995, the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada.