

# 5 steps to meeting your occupational health and safety requirements

While Occupational Health and Safety requirements differ from business to business, and province to province, there are a few steps that can help determine the needs of a workplace. We recommend consulting the relevant province or territory Occupational Health and Safety authority for information specific to your region (refer to the list below), but here's a general guide.

1. *Identify the workplace.*  
If your workplace has multiple sites or locations, you will need to complete an individual assessment for each.
2. *Determine your workplace hazard rating (applies to BC only).*  
Workplaces are rated Low (L), Moderate (M), or High (H). Your industry has a different hazard rating according to the tasks and environments typical to your daily operations.
3. *Determine the number of workers per shift.*
4. *Determine the surface travel time from your workplace to a hospital.*  
For the purpose of assessment, a "hospital" (or diagnostic and treatment center) is defined as: a facility that has an emergency department or resuscitation area and a physician on duty, or immediately available on call, during the hours when workers might need these services.
5. *Compare your workplace results to your province /territory's Occupational Health & Safety Act*

Your first aid program will be comprised of three major components:

- Equipping the workplace: supplies, equipment and facilities
- Trained and experienced personnel: first aid attendants
- Being mobile: transportation

**5 Steps to Meeting Your Occupational Health and Safety Requirements**

**1 IDENTIFY THE WORK PLACE**  
If your workplace has multiple sites or locations, you will need to complete an individual assessment for each.

**2 DETERMINE YOUR WORKPLACE HAZARD RATING**  
WORKPLACES ARE RATED LOW (L), MODERATE (M), OR HIGH (H).  
Your industry has a different hazard rating according to the tasks and environments typical to your daily operations.

**3 DETERMINE THE NUMBER OF WORKERS PER SHIFT**

**4 DETERMINE THE SURFACE TRAVEL TIME FROM YOUR WORKPLACE TO A HOSPITAL**

**5 COMPARE YOUR WORKPLACE RESULTS TO YOUR PROVINCE / TERRITORY'S OCCUPATIONAL HEALTH & SAFETY ACT**

**YOUR FIRST AID PROGRAM WILL BE COMPRISED OF THREE MAJOR COMPONENTS:**

- EQUIPPING THE WORKPLACE:** Supplies, equipment and facilities
- TRAINED AND EXPERIENCED PERSONNEL:** First aid attendants
- BEING MOBILE:** Transportation

## Equipping the workplace

Depending on the nature of the workplace and the results of your first aid assessment, you may be required to provide a clearly designated first aid facility.

## Trained and experienced personnel

There are a number of levels of Occupational first aid training. The right level for your designated first aid attendant depends on the outcome of your workplace assessment, and your province or territory's Occupational Health and Safety regulations.

## Transfer to medical aid

Arrange quick and immediate transportation to medical aid for the injured worker by calling 911 or your local emergency number. In special situations, such as remote workplaces, where ambulatory services are not available, first aid providers may also be required to transport critically injured workers by boat, plane or company vehicle. In these situations a more comprehensive first aid program policy, special training and certification may be required.

## Occupational Health and Safety in each province and territory

<a href="#">Alberta</a>	<a href="http://work.alberta.ca/occupational-health-safety.html">http://work.alberta.ca/occupational-health-safety.html</a>
<a href="#">British Columbia</a>	<a href="http://www.worksafebc.com/">http://www.worksafebc.com/</a>
<a href="#">Manitoba</a>	<a href="http://safemanitoba.com/">http://safemanitoba.com/</a>
<a href="#">New Brunswick</a>	<a href="http://www.worksafenb.ca/">http://www.worksafenb.ca/</a>
<a href="#">Newfoundland and Labrador</a>	<a href="http://www.servicenl.gov.nl.ca/ohs/">http://www.servicenl.gov.nl.ca/ohs/</a>
<a href="#">Northwest Territories and Nunavut</a>	<a href="http://www.wssc.nt.ca/Pages/default.aspx">http://www.wssc.nt.ca/Pages/default.aspx</a>
<a href="#">Nova Scotia</a>	<a href="http://novascotia.ca/lae/ohs/">http://novascotia.ca/lae/ohs/</a>
<a href="#">Ontario</a>	<a href="http://www.labour.gov.on.ca/english/hs/">http://www.labour.gov.on.ca/english/hs/</a>
<a href="#">Prince Edward Island</a>	<a href="http://www.wcb.pe.ca/">http://www.wcb.pe.ca/</a>
<a href="#">Quebec</a>	<a href="http://www.csst.qc.ca/en/Pages/all_english_content.aspx">http://www.csst.qc.ca/en/Pages/all_english_content.aspx</a>
<a href="#">Saskatchewan</a>	<a href="http://www.saskatchewan.ca/work">http://www.saskatchewan.ca/work</a>
<a href="#">Yukon</a>	<a href="https://wcb.yk.ca">https://wcb.yk.ca</a>

Sourced from: <http://www.sja.ca/English/Safety-Tips-and-Resources/Pages/Workplace%20Safety/Occupational-Health-and-Safety.aspx>

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