

# WORKPLACE FIRST AID

A Guide for Employers and First Aiders



## About this guide

This guide provides general information for educational purposes only. The wording may differ from the actual laws and regulations. Use official sources when interpreting the law. This document is not intended to replace the Occupational Health and Safety Act or the regulations.

For official sources, refer to the Workplace Health and Safety Regulations, N.S. Reg. 52/2013, specifically Part 4: First Aid. For workplace first aid requirements that apply to underwater diving, please consult the Occupational Diving Regulations, N.S. Reg. 174/2005. For first aid requirements that apply to underground mining operations, please consult the Underground Mining Regulations, N.S. Reg. 296/2008 amended to N.S. Reg. 140/2015.

[https://www.novascotia.ca/just/regulations/regs/ohsworkplace.htm#TOC1\\_4](https://www.novascotia.ca/just/regulations/regs/ohsworkplace.htm#TOC1_4)

# Introduction

Everyone has a right to feel safe and supported in the workplace.

In Nova Scotia, we have workplace first aid regulations to ensure that we will promptly receive emergency care if we are injured at work. This care can minimize injury and the possibility of future disability. It can also mean we will recover more quickly. In the most serious cases, first aid may keep us alive until professional medical care arrives.

We all have a role to play in keeping each other safe in the workplace. This document explains the first aid requirements Nova Scotia employers must provide in the workplace, such as what first aid equipment must be available, how many first aiders should be onsite, what training those first aiders should have, and how to write a workplace first aid plan.

It also provides information for first aiders about how to achieve certification.

It is not a replacement for the regulations. We recommend you read the full regulations to understand everything they contain.

Aligning with the Accessibility Act of Nova Scotia employers should consider the location of first aid supplies and position them so they are easily accessible to all workers.

Employers should ensure that first aid supplies are easily accessible for first aiders, including those with physical and other disabilities.

[https://www.novascotia.ca/just/regulations/regs/ohsworkplace.htm#TOC1\\_4](https://www.novascotia.ca/just/regulations/regs/ohsworkplace.htm#TOC1_4)



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## Section 1 | Information for Employers

As an employer, you must provide first aid supplies, trained first aiders, and other first aid services, such as emergency transportation, at each of your workplaces at your own expense.

*Note:* If your workplace has several employers represented onsite at once, you can enter into a written agreement with the other employers to either

- collectively supply the first aid requirements
- have one employer supply them for everyone

In accordance with the first aid requirements, as an employer you may be required to provide a copy of this agreement if requested by an Occupational Health and Safety Officer.

### This section covers

- 1.1 first aid kits
- 1.2 first aiders and other medical professionals
- 1.3 transportation and first aid rooms
- 1.4 how to determine the number of first aid kits and first aiders you need
- 1.5 record keeping

## 1.1 First aid kits

Nova Scotia has approved three types of first aid kits for use in Nova Scotia workplaces:

**Type 1** – Personal first aid kit. Available in only one size.

**Type 2** – Basic first aid kit. Available in three sizes (small, medium, large).

**Type 3** – Intermediate first aid kit. Available in three sizes (small, medium, large).

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## How many do you need?

The type, size, and number of kits you will need depend on three factors: how many employees are in your workplace, whether your workplace is an office or not, and how far away you are from emergency medical services. See *Table 1 in section 1.4 to determine your needs.*

## Where should you keep them?

Your kits should be accessible at all times during workplace hours. Keep them in a clean, dry location.

If you have more than one first aid kit, place them throughout the workplace so they can be reached quickly. First aid kits should be in a prominent location at the workplace. Ensure you have clear signage indicating where the first aid kits are located and include the name and phone number of any first aiders you have on staff.

## Contents

Different types of kits have different contents. See *Appendix C for a full list of items that come in each type of kit.* Check your kits regularly to make sure they are

- clean and dry
- fully stocked with no expired items
- visible and in accessible locations
- in line with the regulations

*Note:* If you have identified hazards that are unique to your workplace, you may need extra items that are not included in a first aid kit. For example: products that treat chemical burns to the skin or eyes are not standard in first aid kits. You will need to have appropriate first aid supplies available based on the hazards in the workplace.



## 1.2 First aiders and other medical professionals

First aiders are employees at the workplace who are trained and certified to promptly provide injured employees with a level of care within the scope of practice appropriate for their level of workplace first aid training.

First aiders are certified at three levels: basic, intermediate, or advanced. See *section 2.1 for more information on certification*.

As an employer, you must

- ensure the training your first aiders take meets the requirements in the latest version of CSA Standard Z1210
- pay the cost of your first aiders' training
- pay them their regular wages and benefits while they are taking the training
- keep a copy of each first aider's certificate until it expires. Certification is good for a maximum of three years. Check with your training agency as some may specify a shorter period.

Electronic certificates are acceptable.

The number of first aiders you will need, and their level of certification, depends on three factors: how many employees are in your workplace, whether your workplace is an office or not, and time to access emergency medical services. See *Table 1 in section 1.4 to find the minimum number of trained first aiders required in your workplace*.

### When can you substitute medical professionals for first aiders?

If your workplace is a hospital\* emergency care facility\* or long-term care facility\* you can substitute a medical professional for a workplace first aider if the medical professional

- has current CPR - Cardiopulmonary Resuscitation training and
- is available for first aider duties during all shifts

\*See *definitions page 19*.

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## 1.3 Transportation and first aid rooms

As an employer, you must provide safe and timely emergency transportation to a hospital or emergency care facility.

Along with first aid kits and first aiders, you may also need to provide one or more first aid rooms. *See section 3 to determine if you need a first aid room.*

## 1.4 How many first aid kits and first aiders do you need at each workplace?

The number and type of first aid kits you need, as well as the number of first aiders and their certification levels depends on three factors:

1. the number of employees at the workplace during each shift
2. the type of workplace (office or other)
3. the travel time to emergency services or for emergency health services to arrive at your workplace

*Use table 1 to determine your needs. You can also use the compliance worksheet in Appendix A.*

**Table 1: Number of first aid kits and first aiders required in Nova Scotia workplaces based on number of employees per shift, type of workplace (office or other), and surface travel time to emergency services**

Surface travel time	Offices			Other workplaces	
	Number of employees per shift	Number of first aiders & certification level	Number and type of first aid kits	Number of first aiders & certification level	Number and type of first aid kits
<b>Close workplace</b> 20 min from emergency medical care	1	—	1 type 1	—	1 type 1
	2-25	1 basic	1 type 2 (small)	1 basic	1 type 2 (small)
	26-50	1 basic	2 type 2 (small)	1 Intermediate	2 type 2 (small)
	51-99	1 basic	3 type 2 (small)	2 Intermediate	3 type 2 (small)
	100-199	2 basic	6 type 2 (small)	2 Intermediate	6 type 2 (small)
	200 or more	3 basic	6 type 2 (small)	3 Intermediate	6 type 2 (small)
<b>Distant workplace</b> 20-40 min from emergency medical care	1	-	1 type 1	1 basic	1 type 1
	2-25	1 basic	1 type 2 (small)	1 intermediate	1 type 2 (small)
	26-50	1 basic	2 type 2 (small)	1 intermediate	2 type 2 (small)
	51-99	1 basic	3 type 2 (small)	2 intermediate	3 type 2 (small)
	100-199	2 basic	6 type 2 (small)	1 intermediate 1 advanced	6 type 2 (small)
	200 or more	3 basic	6 type 2 (small)	2 intermediate 1 advanced	6 type 2 (small)
<b>Isolated workplace</b> 40+ min from emergency medical care	1	1 basic	1 type 1	1 intermediate	1 type 1
	2-25	1 basic	1 type 2 (small)	1 intermediate	1 type 3 (small)
	26-50	1 basic	2 type 2 (small)	1 advanced	1 type 2 (small) 1 type 3 (small)
	51-99	2 basic	3 type 2 (small)	2 advanced	2 type 2 (small) 1 type 3 (small)
	100-199	2 basic	6 type 2 (small)	3 advanced	4 type 2 (small) 2 type 3 (small)
	200 or more	3 basic	6 type 2 (small)	4 advanced	4 type 2 (small) 2 type 3 (small)

Note: Kit sizes can be replaced based on one medium kit being equivalent to two small kits; and one large kit being equivalent to four small kits.

## How to find the number of employees at a workplace

Include all full-time, part-time, and casual employees that are in the workplace on any one shift. If employees come and go during a shift, use the maximum number of employees present during that shift to determine your needs.

If any one shift (for example, the night shift) has fewer employees than another (for example, the day shift), you may need fewer first aiders with a different level of certification for that shift.

*See Table 1 for the type and size of kit needed (depending on the type of workplace and travel time from medical services).*

## How to determine your type of workplace

Under Nova Scotia's current Workplace Health and Safety Regulations, there are two types of workplaces:

### Office

- Administrative, professional, or clerical work only
- No substantial physical exertion
- No exposure to potentially hazardous processes, substances, or other conditions

### Other

- All workplaces that are not offices

Employers must ensure that a vehicle that is regularly used to transport employees is equipped with a size small Type 2 first aid kit.

For a vehicle that is regularly used to transport only the driver of the vehicle, the driver's employer must ensure that the vehicle has at least a Type 1 first aid kit.

## How to determine the travel time to emergency services

Your workplace will be considered either close, distant, or isolated based on

- the time it takes under normal circumstances to transport an injured employee by surface\* from the workplace to a hospital\*\* or emergency care facility\*\* or
- the time required under normal circumstances for Emergency Health Services (EHS)\*\* to arrive at the workplace

\*Surface travel time includes travel by land or water under normal conditions.

\*\*See definitions page 19

<b>Close:</b>	20 minutes or less
<b>Distant:</b>	More than 20 minutes but less than 40 minutes
<b>Isolated:</b>	40 minutes or more

## Police and firefighters

The response time estimates provided here do not include response time by police. Police officers have first aid training; however, they are not considered emergency health services in the context of the First Aid regulations.

Some fire departments participate in the Nova Scotia Emergency Health Services (EHS) Medical First Response program. The Medical First Response program is voluntary. It is recommended to contact your local fire department to determine whether they are a registered Medical First Response agency when determining EHS response times.

Employers should do a risk assessment to determine whether the workplace is close, distant or isolated. There are various tools and information available to assist employers.

Annual Accountability report available through the Department of Health and Wellness

- [Emergency-Departments-Report-2020-2021.pdf](#) (novascotia.ca)
- Contact your local EHS department to determine if the Fire department participates in the program
- Consult your joint occupational health and safety committee or health and safety representative if there is one in your workplace.

## 1.5 Record keeping

Employers must keep detailed records of every injury in the workplace and keep these records confidential. A record must include the following:

- the name of the injured person
- the date and time of the injury
- the location and nature of the injuries on the person's body
- the time when first aid was administered
- the first aid treatment provided
- the name of the person who provided the first aid and the workplace first aid certificate they hold
- the name of the person the injury was reported to

Records must be maintained for five years. The definition of written include physical copies (e.g., on paper), but electronic records are permitted so long as they are readily accessible at all times.

### Checklist

We encourage you to consult your organization's joint occupational health and safety committee or your health and safety representative to reduce the risk of harm in your workplace and prevent injuries and illnesses before first aid measures are needed.

Use the employer checklist in Appendix B to ensure you have the right number and type of first aid supplies and trained people for your workplace.

## Section 2 | Information for First Aiders

As a first aider, you are trained and certified to promptly provide injured employees with a level of care within the scope of practice appropriate for your level of workplace first aid training.

### The section covers

#### 2.1 certification

#### 2.2 record keeping

## 2.1 Certification

Nova Scotia recognizes three levels of first aid certification under the Workplace Health and Safety Regulations: basic, intermediate, and advanced. The level of certification you require will be determined by

- the number of employees on any one shift at the workplace
- the type of workplace (office or other)
- whether the workplace is close to, distant from, or isolated from emergency medical services

*See Table 1 on page 8 for which certification levels are required and when.*

*Note:* If you were certified as having emergency (now called basic), standard (now called intermediate), or advanced (still called advanced) first aid skills under the Occupational Health and Safety First Aid Regulations (2001), your certification remains valid until it expires.

### Training and certification renewal

Your employer must pay for your training to become certified or to renew your certification. They must also give you wages and benefits to complete the training. Training must be given by a training agency that adheres to the requirements of CSA Standard Z1210 “First aid training for the workplace – Curriculum and quality management for training agencies.” First aid providers approved in another Canadian jurisdiction who are compliant with CSA Z1210 are approved to deliver training in Nova Scotia.

Certification is good for a maximum of three years. Check with your training agency as some may specify a shorter period.

## How long does it take to become certified or to renew a certification?

First aid training that meets the CSA first aid training standard includes a combination of classroom learning and practical skills demonstration. Training times are the same whether you are taking the training for the first time or renewing an expired certification.

### Length of training courses:

- **basic** – approximately one day (7 hours)
- **intermediate** – approximately two days (14 hours)
- **advanced** – approximately 10 days (70 hours)

## 2.2 Record keeping

Employers must keep detailed records of every injury in the workplace and should keep these records confidential. As a first aider you may be required to make a record of treatment and provide that record to the employer. A record must include the following:

- the name of the injured person
- the date and time of the injury
- the location and nature of the injuries on the person's body
- the time when first aid was administered
- the first aid treatment provided
- the name of the person who provided the first aid and the workplace first aid certificate that they hold
- the name of the person the injury was reported to

Your employer is responsible for maintaining these records. Records must be maintained for five years. The definition of written include physical copies (i.e. on paper), but electronic records are permitted so long as they are readily accessible at all times.



## Section 3 | First Aid Rooms

A first aid room is a room at a workplace that is used exclusively for administering first aid.

Having a first aid room does not replace your requirement to have first aid kits and first aiders, as listed in the regulations.

### This section covers

- 3.1 when you need a first aid room**
- 3.2 who is responsible for maintaining the first aid room**
- 3.3 requirement of a first aid room**

### 3.1 Do you need a first aid room?

As an employer, you must provide at least one first aid room if

- your workplace is not an office, and
- you have 200 or more employees regularly employed on any one shift at the workplace, and
- your workplace is not a hospital\* emergency care facility\* or long-term care facility\*

*\*See definitions page 19*

### 3.2 Who is responsible for the first aid room?

The employer is responsible for controlling and supervising the first aid room, ensuring it

- is accessible during working hours, clean, heated, well ventilated, and well lit
- has an entrance big enough to accommodate a stretcher
- has a means of communicating with the other areas of the workplace
- has emergency telephone numbers posted
- has appropriate first aid supplies that meet the regulations, including a bed (see page 15)

### 3.3 What is required in a first aid room?

#### Equipment and furniture

- 1 sink with running water
- 1 refuse pail with a cover
- 1 chair with arm rests that ensure that the chair is suitable to treat injured employees
- 1 bed, covered with a plastic sheet
- pillows and blankets
- 1 cabinet suitable for storing dressings and instruments

#### Materials and supplies

- 1 first aid guide
- 12 assorted safety pins
- 1 wash basin
- 1 package of paper towels
- hand soap
- 1 package of disposable paper cups
- 1 kidney basin
- 1 set of assorted splints
- 1 portable medium size type 2 first aid kit
- supplies equivalent to those in a large size type 2 first aid kit
- 1 flashlight
- 20 additional pairs of disposable latex gloves or gloves made of material that provides an equivalent level of protection against the spread of infections or contagious conditions
- instructions on how to record first aid treatments
- 1 pencil

## Section 4: Isolated workplace first aid plan

A workplace is considered to be isolated if

- the surface travel time under normal circumstances to transport an injured employee from the workplace to a hospital or emergency care facility takes more than 40 minutes  
or
- the time required under normal circumstances for EHS to arrive at the workplace takes more than 40 minutes

If your workplace fits that description, you may need to have a written isolated workplace first aid plan.

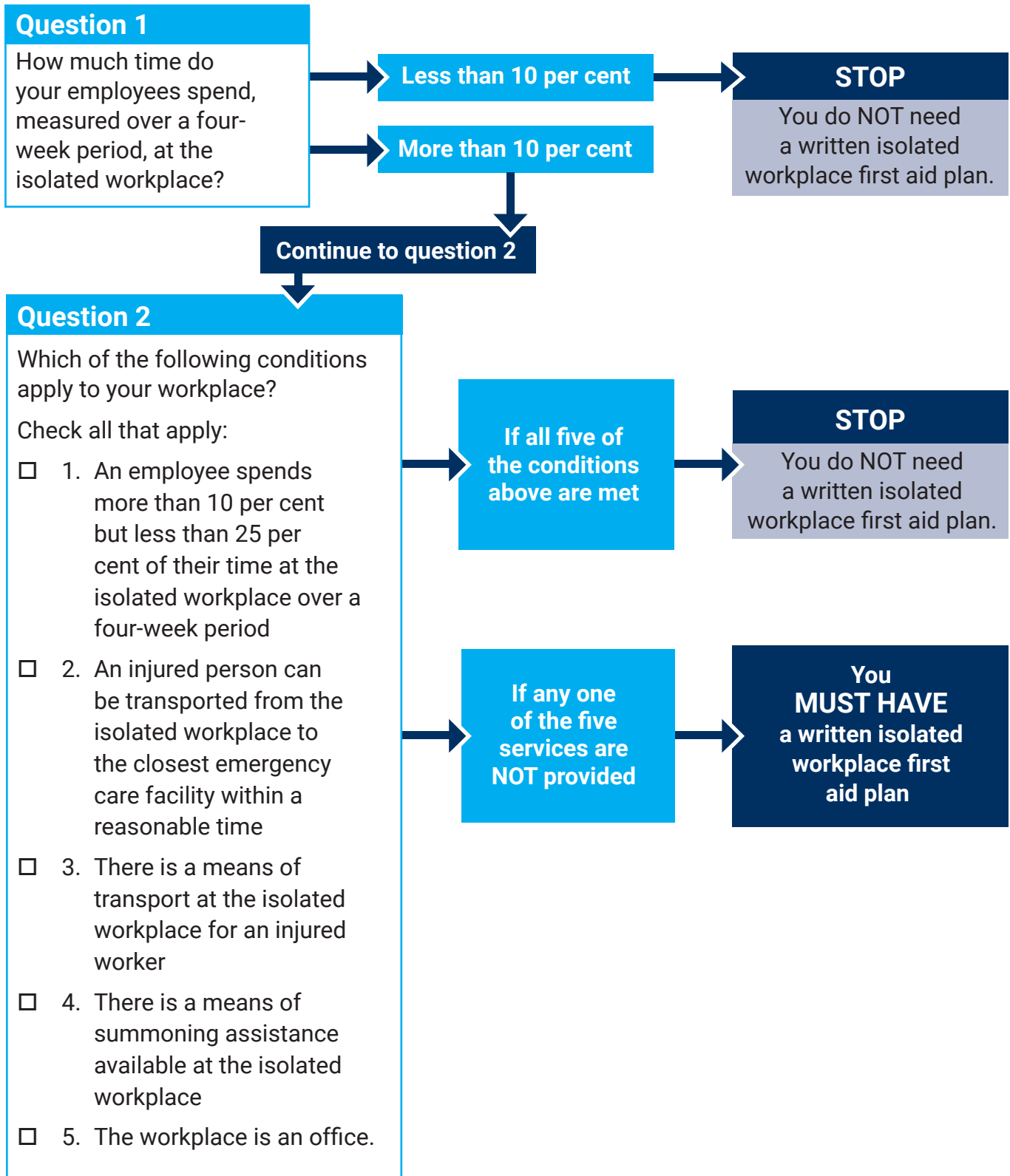
### The section covers

**4.1 How to determine if you need an isolated workplace first aid plan**

**4.2 What to include in your plan**

## 4.1 Do you need an isolated workplace first aid plan?

Follow this flow chart to determine if you need an isolated workplace first aid plan:



## 4.2 What to include in your written isolated workplace first aid plan

You must have a first aid plan for each of your isolated workplaces. Be sure to consult your joint occupational health and safety committee or representative to create your plan.

Your plan must include

- a description of how each isolated workplace will comply with at least the minimum standards set out in the regulations
- a method of transportation for injured employees from each isolated workplace
- a method of communication with and from each isolated workplace
- a description of the nature of the work being performed at each isolated workplace

## Definitions

**Emergency Health Services (EHS):** means the co-ordinated delivery of services provided by registered pre-hospital first responders, and by paramedics and other medical professionals under the Emergency Health Services Act, to prevent and manage medical, trauma and health conditions.

**Emergency Care Facility:** means a healthcare facility that meets all of the following criteria: (i) it is equipped to provide immediate treatment of injuries and illnesses, (ii) it has a medical practitioner, registered and licensed to practice medicine under the Medical Act, on call.

**Hospital:** means a hospital, as defined in the Hospitals Act, that provides emergency services during all hours of operation.

**Long-term Care Facility:** means any of the following, as defined in the Homes for Special Care Act:

- (i) nursing home,
- (ii) residential care facility.

**Medical Professional:** means any of the following:

- (i) a medical practitioner who is registered and licensed to practice medicine under the Medical Act,
- (ii) a nurse practitioner who is registered and licensed to engage in the practice of a nurse practitioner under the Nursing Act,
- (iii) a registered nurse who is registered and licensed to engage in the practice of a registered nurse under the Nursing Act,
- (iv) a licensed practical nurse who is registered and licensed to engage in the practice of a licensed practical nurse under the Nursing Act,
- (v) a paramedic who is licensed to practice paramedicine under the Paramedics Act.

*Note:* These definitions are found in Part 4 of the Workplace Health and Safety Regulation.

## Appendix A | First Aid Compliance Worksheet

### First Aid Compliance Worksheet

#### Basic Information

1. **Name of workplace:** \_\_\_\_\_

*Note:* Please use a separate worksheet for each workplace<sup>1</sup>.

2. **How would an injured person be transferred from the workplace to a hospital or an emergency care facility?** \_\_\_\_\_  
\_\_\_\_\_

#### First Aid Kits and First Aider Training

3. **Is the workplace a hospital, emergency care facility, or long-term care facility?**
- YES.** An employer at a hospital, emergency care facility, or long-term care facility, which of the following substitutions will be made:
    - a medical professional who maintains current training in cardio-pulmonary resuscitation for a workplace first aider;
    - medical supplies maintained at the workplace for a first aid kit if the supplies include all of the items required by regulation;
    - first aid supplies and facilities equivalent to those required in a first aid room for a first aid room, as specified in regulation. Proceed to next question.
  - NO.** Proceed to the next question.

**4. Is the workplace a vehicle? Note that the definition of “vehicle” includes boats and aircraft.**

- YES.** Consider how many employees may require first aid in the vehicle at a given time:
  - If the work vehicle is regularly used to transport only the driver of that vehicle, then the driver’s employer must ensure that the vehicle has at least a type 1 first aid kit.
  - If the work vehicle is regularly used to transport employees in addition to the driver, then the driver’s employer must ensure that the vehicle has at least a small type 2 first aid kit. Proceed to next question.
- NO.** Proceed to the next question.

**5. Number of employees per shift including full-time, part-time, and casual employees**

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> 1       | <input type="checkbox"/> 51 – 99     |
| <input type="checkbox"/> 2-25    | <input type="checkbox"/> 100 – 199   |
| <input type="checkbox"/> 26 – 50 | <input type="checkbox"/> 200 or more |

**6. Surface travel time to transport an injured employee from the place where they are injured to a hospital or an emergency care facility, or for EHS to arrive and attend to an injured employee**

- Close:** No more than 20 minutes
- Distant:** More than 20 minutes but less than 40 minutes
- Isolated:** More than 40 minutes<sup>1</sup>

**7. Does the definition of “office”<sup>2</sup> apply to this workplace?**

- YES.** See table of minimum first aid kit and first aider training requirements for an office
- NO.** See minimum first aid kit and training requirements in for “other workplaces”



## Results

Number, type, and size of first aid kits: \_\_\_\_\_

Number of first aiders and level of first aid training required: \_\_\_\_\_

Transportation needs: \_\_\_\_\_

Is a first aid room required? \_\_\_\_\_

Is an isolated workplace first aid plan required? \_\_\_\_\_

## Signature

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Others consulted** (joint occupational health and safety committee; health and safety representative): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>1</sup>A written isolated workplace first aid plan must be prepared for each isolated workplace unless otherwise specified in the Workplace Health and Safety Regulations (see “*No isolated workplace first aid plan required*” for exceptions to the requirement for a workplace first aid plan).

<sup>2</sup> “office” means a workplace that meets all the following criteria:

- (i) the only work carried out at the workplace is of an administrative, professional or clerical nature;
- (ii) the work carried out at the workplace does not require substantial physical exertion or exposure to processes, substances or other conditions that are potentially hazardous to the health and safety of persons at or near the workplace.

## Appendix B | Employer First Aid Checklist

**Complete this checklist to help ensure compliance with the workplace first aid requirements**

- Find the number of employees per shift
- Find the number of first aid services, supplies, equipment, and transportation (see *the First Aid Compliance Worksheet in Appendix A*)
- Pay for first aider training that is provided by a training agency that meets the minimum requirements of the Canadian Standards Association (CSA) first aid training standard
- Pay wages for the time that employees need to attend first aid training
- Keep a copy of first aid certificates and expiry dates (certificates may be digital)
- Post the names, locations, and contact info for first aiders in a prominent location at the workplace
- Ensure there are first aiders, or first aid services, available during all work hours
- Ensure that first aid supplies are provided and remain accessible during working hours
- Keep first aid supplies fully stocked, properly stored, in good condition, and current (not expired)
- Keep a record of injured persons and the first aid services that are provided in the workplace
- Develop a plan to provide a safe and timely means of transporting an injured person from the workplace to a hospital or an emergency care facility
- If an employee is injured and requires assistance, allow another employee to accompany the injured worker while being transported to a hospital or emergency care facility
- Train employees to promptly report all injuries to the employer
- Determine if you require an isolated workplace first aid plan and write one, if necessary
- When developing your isolated workplace first aid plan, consult your committee or representative, if one exists
- Determine if you need a first aid room
- If a first aid room is required, ensure it is accessible during working hours and meets all requirements under the regulations

## Appendix C | Types of First Aid Kits and their Contents

<b>Type 1: Personal First Aid Kit</b>		
<b>Item #</b>	<b>Description of item</b>	<b>Quantity</b>
1	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip knuckle, large patch)	16
2	Gauze pads, sterile, individually wrapped, 7.6 cm x 7.6 cm (3 in x 3 in)	6
3	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll
4	Compress/pressure dressing with ties, sterile, 10.2 cm x 10.2 cm (4 in x 4 in)	2
5	Triangular bandage, cotton, with 2 safety pins, 101.6 cm x 101.6 cm x 142.2 cm (40 in x 40 in x 56 in)	1
6	Adhesive tape 2.5 cm x 2.3 m (1 in x 2.5 yd)	1 roll
7	Antiseptic wound cleansing towelettes, individually wrapped	6
8	Antibiotic ointment, topical, single use	2
9	Hand/skin cleansing towelettes, individually wrapped (or equivalent)	4
10	Examination gloves, disposable, medical grade, one size, powder-free, non-latex	2 pairs
11	Biohazard waste bag (single use)	1
12	Splinter forceps/tweezers, fine point stainless steel, minimum 11.4 cm (4.5 in)	1
13	Contents list	1

## Type 2: Basic First Aid Kit

Item #	Description of item	Minimum quantities required		
		Small	Medium	Large
1	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
2	Gauze pads, sterile, individually wrapped 7.6 cm x 7.6 cm (3 in x 3 in.)	12	24	48
3	Abdominal pad, sterile, individually wrapped, 2.7 cm x 22.9 cm (5 in x 9 in)	1	2	2
4	Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3 in x 2 yd)	1 roll	2 rolls	4 rolls
5	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll	2 rolls	4 rolls
6	Compress pressure dressing with ties, sterile, 10.2 cm x 10.2 cm (4 in x 4 in)	2	4	8
7	Triangular bandage, cotton, with 2 safety pins, 101.6 cm x 101.6 cm x 142.2 cm (40 in x 40 in x 56 in)	2	4	8
8	Adhesive tape 2.5 cm (1 in)	2.3 m	4.6 m	9.1 m
9	Antiseptic wound cleansing towelettes, individually wrapped	25	50	100
10	Antibiotic ointment, topical, single use	6	12	24
11	Hand/skin cleansing towelettes, individually wrapped (or equivalent)	6	12	24
12	CPR resuscitation barrier device, with a one-way valve	1	1	1
13	Examination gloves, disposable, medical grade, one size, non-latex, powder-free	4 pairs	8 pairs	16 pairs
14	Biohazard waste bag single use	1	2	2
15	Safety 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 cm x 213 cm (52 in x 84 in)	1	1	1
18	Contents list	1	1	1

### Type 3: Intermediate First Aid Kit

Item #	Description of item	Minimum quantities required		
		Small	Medium	Large
1	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
2	Gauze pads, sterile, individually wrapped 7.6 cm x 7.6 cm (3 in x 3 in)	12	24	48
3	Gauze pads, sterile, individually wrapped 10.2 cm x 10.2 cm (4 in x 4 in)	6	12	24
4	Non-adherent dressing, sterile, individually wrapped, 5.1 cm x 7.6 cm (2 in x 3 in)	4	8	16
5	Abdominal pad, sterile, individually wrapped, 12.7 cm x 22.9 cm (5 in x 9 in)	1	2	4
6	Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3 in x 2 yd)	1 roll	2 rolls	4 rolls
7	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll	2 rolls	4 rolls
8	Compress pressure dressing with ties, sterile, 10.2 cm x 10.2 cm (4 in x 4 in)	1	2	4
9	Compress pressure dressing with ties, sterile, 15.2 cm x 15.2 cm (6 in x 6 in)	1	2	4
10	Triangular bandage, cotton, with 2 safety pins, 101.6 cm x 101.6 cm x 142.2 cm (40 in x 40 in x 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

Item #	Description of item	Minimum quantities required		
		Small	Medium	Large
13	Elastic support compression bandage, 7.5 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 towelettes, 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 a 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 bag (single use)	2	4	8
23	Safety 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 cm x 61 cm (4 in x 24 in)	1	1	2
26	Emergency blanket, aluminized, non-stretch polyester, minimum 132 cm x 213 cm (52 in x 84 in)	1	2	2
27	Contents list	1	1	1



# WORKPLACE FIRST AID

A Guide for Employers and First Aiders

