



Safety Bulletin Number: 0000018

Issued by the **Occupational Health and Safety Division**

Department of Labour, Skills and Immigration

## Isolated Workplace First Aid Plan– Workplace Health and Safety Regulations, Part 4 - First Aid

### Legal information

Issued pursuant to section 4.18 of the *Workplace Health and Safety Regulations*.

### Summary

This Safety Bulletin is being issued in response to a provincial initiative involving home care agencies. Within this sector, employees often find themselves working in isolated locations, where an isolated workplace first aid plan is required.

An isolated location is defined as “a workplace where the surface travel time is 40 minutes or more.”

\*Note: surface travel time is the time required, under normal travel conditions to transport an injured employee from the place where they are injured to a hospital or an emergency care facility; or for emergency health services to arrive at the place where an employee is injured and attend to the injured employee.

Pursuant to read S.4.18(1) of the *Workplace Health and Safety Regulations*, an employer must maintain a written isolated workplace first aid plan for each of its isolated workplace(s).

### What is required in an isolated workplace first aid plan?

An isolated workplace first aid plan should reflect the nature of the work being performed at each isolated workplace and must include:

- the method of transportation of injured employees from each isolated workplace
- the means of communication with and from each isolated workplace



## **When is an isolated workplace first aid plan not required?**

An isolated workplace first aid plan is not required:

- where an employer has employees at an isolated workplace and no employee spends more than 10% of their time measured over a 4-week period at that isolated workplace.
- when an employer has employees at an isolated workplace and where an employee spends more than 10% but less than 25% of their time, measured over a 4-week period, at that isolated workplace, when the safety of the isolated workplace is adequately assured including meeting all of the following criteria:
  - An injured person can be transported to the closest emergency care facility within a reasonable time and there is a means of transportation for that injured worker at the isolated workplace,
  - There is a means of summoning assistance available at the isolated workplace,
  - The workplace is an office.

## **What does this mean to employers and employees?**

- Employers must review any existing isolated workplace first aid plans to ensure that an “isolated workplace” is defined in accordance with the regulations.
- Isolated workplace first aid plans are to be updated to reflect any necessary changes to ensure that the plan meets the regulatory requirements.
- Where a committee or representative is required, it shall be consulted in the development of the isolated workplace first aid plan.
- Employers must train employees on any changes to existing plans.
- Employees must follow isolated workplace first aid plans.

## **Contact for bulletin queries**

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