

# First Aid Records

## OHS information for employers

### First Aid Records

The purpose of regulating workplace first aid is to ensure that every work site in the province has the equipment, supplies, and trained staff to provide first aid care in the event of workplace injury or illness. OHS legislation contains the minimum requirements, and employers are free to exceed them based on a site-specific assessment of their workers' first aid needs.

### Workers Duty to Report an Injury or Illness

Under Alberta's OHS Code, workers are required to report to their employer any work-related injury or sudden occurrence of illness experienced while at work. The employer should establish to whom the report is communicated (e.g., first aider, foreman, nurse, supervisor, safety person, or some other individual). Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance. Similar recurrent injuries reported by several workers may suggest the need to change some aspect of the work site or the tasks performed by workers.

### Written Record of Injury or Illness

The employer is required to create and maintain an accurate written record of all work-related injuries or occurrences of illness that workers experience while at work.

Although the cause of the injury or illness may be unknown at the time it is being treated, every effort should be made to determine the cause within a reasonable period of time. The cause of work injuries should be added to the record and if an illness is the result of occupational causes, this information should also be added. Even if no first aid is administered, an injury or illness reported by a worker must be recorded.

Included with this Safety Bulletin is an example of a First Aid Record. It contains the minimum information required. Completed forms should be sent to an individual designated by the employer to keep all first aid records. Each injury or illness record must be retained for a minimum of 3 years from the date on which the injury or illness was reported. **Completed records must not be kept in the first aid kit.**

#### Did You Know?

- Prompt reporting ensures complete and accurate information;
- Reporting allows injury or illness to be assessed and treated as necessary;
- Information is also useful in injury surveillance and that similar, recurrent injuries reported by several workers may suggest the need to change some aspect of the work site or the tasks performed by workers.

# First Aid Records

## Access to Records

In respecting worker privacy, the current requirements limit access to first aid records. A person designated by the employer to keep the first aid records must ensure the information is kept confidential and that no person other than the worker has access to their first aid records unless Alberta or Canada legislation grants disclosure of the information; the record is in a form that does not identify the worker; or the worker has given written permission.

### WHO HAS ACCESS TO MY RECORDS?

A worker can allow his or her first aid record to be made available to other persons but **permission must be in writing** indicating the information that can be released, the name of the person to whom the information is to be released, the date and the worker's signature.

The *Occupational Health and Safety Act*, section 8, allows OHS officers and the Director of Medical Services, Occupational Health and Safety Policy and Program Development, Alberta Labour access to the records.

Other legislation such as the *Workers' Compensation Act*, the *Health Information Act (HIA)*, the *Personal Information Protection Act (PIPA)* and Canada's *Personal Information Protection and Electronic Documents Act* may also have provisions authorizing access, use and disclosure of personal information.

Upon request, an employer must provide the worker with a copy of their first aid record.

## Records Binder Available

A first aid records binder is now available from the Queen's Printer Bookstore. Designed to fit most standard first aid kits, the 5.5" x 9.5" binder comes with 28 first aid records. Additional replacement pages are available. Orders may be placed on-line. See contact information for the Queen's Printer at the end of this publication.

# First Aid Records

## FIRST AID RECORD

Date of injury or illness: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
Day Month Year PM

Date injury or illness **REPORTED**: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
Day Month Year PM

Full name of injured or ill worker: \_\_\_\_\_

Description of the injury or illness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of where the injury or illness occurred/began: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cause of the injury or illness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First aid provided?  Yes  No

Name of first aider: \_\_\_\_\_

First aider qualifications:

Emergency First Aider  Emergency Medical Technologist--Paramedic  Nurse   
Standard First Aider  Emergency Medical Technician   
Advanced First Aider  Emergency Medical Responder

Describe first aid provided:

Copy provided to worker  Copy refused  Injured/ill worker initial \_\_\_\_\_

**Keep this record confidential and retain for at least 3 years from date of injury/illness is reported**

# First Aid Records

## Contact Us

### OHS Contact Centre

Edmonton & Surrounding area

- 780-415-8690

Throughout Alberta

- 1-866-415-8690

Deaf or hearing impaired:

- 780-427-9999 (Edmonton)
- 1-800-232-7215 (Alberta)

### Website

[work.alberta.ca/ohs-contact us](http://work.alberta.ca/ohs-contact-us)

## FOR MORE INFORMATION:

[Workplace First Aiders and Legal Requirements \(FA011\)](#)

[Developing a First Aid Plan \(FA012\)](#)

[Oxygen Equipment and Related Training Requirements at Work Sites \(FA013\)](#)

[Medication in First Aid Kits \(FA014\)](#)

[Automated External Defibrillators in the Workplace \(FA015\)](#)

## Get Copies of OHS Act, Regulation and Code

### Alberta Queen's Printer

[www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

### Occupational Health and Safety

[work.alberta.ca/ohs-legislation](http://work.alberta.ca/ohs-legislation)

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