



UBC First Aid Assessment Worksheet

| | |
|--|-----------------------------------|
| Location Assessed | Address |
| Shift time | Assessment date or date of review |
| Joint Committee/Worker Health & Safety Representative | Additional Workers Consulted |
| Date(s) of consultation(s) with joint committee and/or workers | Documented by |

Minimum first aid

Determine the number of workers per shift

Count every worker at your workplace or worksite or on this shift, including dispatched workers, managers, and supervisors.

Maximum number of workers at this location or on this shift

Determine your hazard rating

1. Is this a separate administrative location?

Yes

If yes, your hazard rating is **Low** (skip question 2 and check off "Low" at bottom of page)

No

If no, refer to the [Workplace hazard ratings](#) document (click the link) to find the hazard rating assigned to your classification unit (CU).

What is your CU?

What is the hazard rating assigned to your CU?

2. Are work activities at this location typical of your CU?

Yes

Check off the hazard rating assigned to your CU



No, work activities are more consistent with activities of another CU with a higher hazard rating

No, this is a multiple employer workplace where the work is phased

Alternative CU

Reasoning (tasks performed)

Check off the hazard rating assigned to the alternative CU



Hazard rating

Low

Moderate

High

Determine if your workplace is remote and/or less accessible

1. Determine if your workplace is remote.

How long does it typically take to drive from your workplace to the nearest ambulance station operated by British Columbia Emergency Health Services (BCEHS)? (Use an online mapping tool to estimate time during a typical work shift.)

Note: Workplaces located on roads that cannot be made accessible to BCEHS ambulance must be considered remote.

Time to BCEHS station

If 30 minutes or less to BCEHS station



Not remote

If more than 30 minutes →

Remote

2. Determine if your workplace is less accessible.

Are workers working in any of the following areas?

Group 1 areas

- Backcountry areas only accessible by all-terrain vehicle (ATV), snowmobile, or similar means
- Areas where the only means of access involves steep or slippery slopes or embankments (without walkways)
- industrial, or resource roads that cannot be accessed to BCEHS
- Areas with rough or complex terrain
- Areas where there is a significant risk of avalanche, landslide, flood, or other natural hazards
- A ferry

If you checked one or more of the boxes in **Group 1**, your workplace is **less accessible**.

Group 2 areas (hazardous areas)

- Confined spaces or areas where there is a risk of entrapment
- Underground work areas
- Excavations
- Areas that are only accessible by ladders, scaffold, or temporary work platforms
- Work areas at high angles, or where an unguarded fall hazard exists
- Areas where a drowning hazard exists (work on or over water)
- Areas requiring specialized personal protective equipment (PPE) or Private, areas where hazardous atmospheres may exist
- Other hazardous areas not accessible to BCEHS attendants be made Describe:

If you checked one or more of the boxes in **Group 2**, your workplace is workplace **less accessible, unless all the following conditions are met:**

- Workplace is not remote
- No boxes in Group 1 are selected
- Alternative provisions are in place to safely rescue workers from the hazardous area to an area accessible to BCEHS

Your workplace is **not less accessible**

If BCEHS ambulance can access your workplace and there are no hazardous areas where BCEHS attendants will not access, or if workers are prevented from accessing these areas, your workplace is **not less accessible**.

Workplace is **less accessible**

Workplace is **not less accessible**

Determine your workplace class

Based on your answers about remoteness and accessibility, check off the box below for your workplace class. Refer to the [Minimum first aid requirements](#) document (click the link or Appendix A) for tables that list the minimum requirements for your class.

| Remote | Less accessible | Workplace class | Schedule 3-A table |
|--------|-----------------|----------------------------------|--------------------|
| No | No | <input type="checkbox"/> Class 1 | Table 3-1 |
| Yes | No | <input type="checkbox"/> Class 2 | Table 3-2 |
| No | Yes | <input type="checkbox"/> Class 3 | Table 3-3 |
| Yes | Yes | <input type="checkbox"/> Class 4 | Table 3-4 |

Document your minimum first aid requirements

Based on the **maximum number of workers** at your workplace, your **hazard rating**, and your **workplace class**, consult the applicable Schedule 3-A table to determine your minimum first aid requirements and document below.

| | |
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| <p>Refer to the First aid equipment, supplies, and facilities document (click the link) to see what equipment your first aid kit(s) and first aid facilities must include.</p> <p>First aid kit</p> <p><input type="checkbox"/> Personal Basic</p> <p><input type="checkbox"/> Intermediate</p> <p><input type="checkbox"/> Advanced</p> <p>First aid facilities</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Dressing station</p> <p><input type="checkbox"/> First aid room</p> | <p>First aid attendant(s)</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Basic: <input type="checkbox"/> 1 or <input type="checkbox"/> 2</p> <p><input type="checkbox"/> Intermediate: <input type="checkbox"/> 1 or <input type="checkbox"/> 2</p> <p><input type="checkbox"/> Advanced: <input type="checkbox"/> 1 or <input type="checkbox"/> 2</p> <p><input type="checkbox"/> Transport endorsement</p> <hr/> <p>Emergency transportation</p> <p><input type="checkbox"/> For 1 worker</p> <p><input type="checkbox"/> For 2 workers</p> <p><input type="checkbox"/> None</p> <p style="text-align: right; font-size: small;">Describe type of emergency transportation (if applicable)</p> |
|---|--|

Additional first aid

Consider the following additional factors that may affect your ability to promptly provide an injured worker first aid or transportation to medical treatment:

- Risks and hazards unique to the workplace
- Risks and hazards not typical of your CU
- Types of injuries that have previously occurred at the workplace or similar workplaces
- Barriers that could limit or delay a worker’s access to first aid
- Equipment that may be necessary to safely rescue a worker from less accessible areas
- Known barriers that may affect BCEHS response time or time to transport to hospital



Document any additional factors applicable to the workplace being assessed

Appendix A: WorkSafeBC Minimum Requirements for First Aid

Table 3-1 Minimum First Aid Requirements for Class 1 Workplaces

| Item | Column 1 Workers present | Column 2 Low hazard rating | Column 3 Moderate hazard rating | Column 4 High hazard rating |
|------|-----------------------------|---|---|--|
| 1 | 2 – 9 | <ul style="list-style-type: none"> Personal first aid kit | <ul style="list-style-type: none"> Basic first aid kit Basic first aid attendant | |
| 2 | 10 – 19 | <ul style="list-style-type: none"> Basic first aid kit Basic first aid attendant | <ul style="list-style-type: none"> Basic first aid kit Basic first aid attendant | <ul style="list-style-type: none"> Basic first aid kit 2 basic first aid attendants |
| 3 | 20 – 49 | <ul style="list-style-type: none"> Basic first aid kit Basic first aid attendant | <ul style="list-style-type: none"> Intermediate first aid kit Dressing station Intermediate first aid attendant | <ul style="list-style-type: none"> Intermediate first aid kit Dressing station Basic first aid attendant Intermediate first aid attendant |
| 4 | 50 – 99 | <ul style="list-style-type: none"> Intermediate first aid kit Basic first aid attendant Intermediate first aid attendant | <ul style="list-style-type: none"> Intermediate first aid kit Dressing station Basic first aid attendant Intermediate first aid attendant | <ul style="list-style-type: none"> Intermediate first aid kit First aid room 2 intermediate first aid attendants |
| 5 | 100 – 199 | <ul style="list-style-type: none"> Intermediate first aid kit Dressing station Basic first aid attendant Intermediate first aid attendant | <ul style="list-style-type: none"> Intermediate first aid kit First aid room 2 intermediate first aid attendants | <ul style="list-style-type: none"> Advanced first aid kit First aid room Intermediate first aid attendant Advanced first aid attendant |
| 6 | 200 – 499 | <ul style="list-style-type: none"> Intermediate first aid kit First aid room 2 intermediate first aid attendants | <ul style="list-style-type: none"> Advanced first aid kit First aid room Intermediate first aid attendant Advanced first aid attendant | <ul style="list-style-type: none"> Advanced first aid kit First aid room 2 advanced first aid attendants |
| 7 | 500 or more | <ul style="list-style-type: none"> Intermediate first aid kit First aid room 3 intermediate first aid attendants | <ul style="list-style-type: none"> Advanced first aid kit First aid room 2 intermediate first aid attendants Advanced first aid attendant | <ul style="list-style-type: none"> Advanced first aid kit First aid room 2 intermediate first aid attendants 2 advanced first aid attendants |

Table 3-2 Minimum First Aid Requirements for Class 2 Workplaces

| Item | Column 1 Workers present | Column 2 Low hazard rating | Column 3 Moderate hazard rating | Column 4 High hazard rating |
|------|--------------------------------|--|--|--|
| 1 | 2 – 5 | <ul style="list-style-type: none"> • Personal first aid kit | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant |
| 2 | 6 – 9 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant | <ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker |
| 3 | 10 – 19 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant | <ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker |
| 4 | 20 – 49 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker |
| 5 | 50 – 99 | <ul style="list-style-type: none"> • Intermediate first aid kit • Basic first aid attendant (transport) • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for 2 injured workers |



| | | | | |
|---|-------------|---|--|---|
| 6 | 100 – 199 | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for 2 injured workers | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants • Emergency transportation for 2 injured workers |
| 7 | 200 – 499 | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants • Emergency transportation for 2 injured workers | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers |
| 8 | 500 or more | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room |

Table 3–3 Minimum Requirements – Class 3 Workplaces

| Item | Column 1 Workers present | Column 2 Low hazard rating | Column 3 Moderate hazard rating | Column 4 High hazard rating |
|------|-----------------------------|--|--|---|
| 1 | 2 – 9 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) | <ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) |
| 2 | 10 – 19 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) | <ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) | <ul style="list-style-type: none"> • Advanced first aid kit • Basic first aid attendant (transport) • Advanced first aid attendant |
| 3 | 20 – 49 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant |
| 4 | 50 – 99 | <ul style="list-style-type: none"> • Intermediate first aid kit • Basic first aid attendant (transport) • Intermediate first aid attendant (transport) | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant |
| 5 | 100 – 199 | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants |
| 6 | 200 – 499 | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants |



| | | | | |
|---|-------------|--|--|---|
| 7 | 500 or more | <ul style="list-style-type: none">• Advanced first aid kit• First aid room• 2 intermediate first aid attendants (transport)• Advanced first aid attendant | <ul style="list-style-type: none">• Advanced first aid kit• First aid room• Intermediate first aid attendant (transport)• 2 advanced first aid attendants | <ul style="list-style-type: none">• Advanced first aid kit• First aid room• 2 intermediate first aid attendants (transport)• 2 advanced first aid attendants |
|---|-------------|--|--|---|

Table 3–4 Minimum Requirements – Class 4 Workplaces

| Item | Column 1 Workers present | Column 2 Low hazard rating | Column 3 Moderate hazard rating | Column 4 High hazard rating |
|------|--------------------------------|--|--|--|
| 1 | 2 – 5 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) | <ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) |
| 2 | 6 – 9 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) | <ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker |
| 3 | 10 – 19 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) | <ul style="list-style-type: none"> • Intermediate first aid kit • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker |
| 4 | 20 – 49 | <ul style="list-style-type: none"> • Basic first aid kit • Basic first aid attendant (transport) | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker |



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|---|-------------|--|---|--|
| 5 | 50 – 99 | <ul style="list-style-type: none"> • Intermediate first aid kit • Basic first aid attendant (transport) • Intermediate first aid attendant (transport) • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for 2 injured workers |
| 6 | 100 – 199 | <ul style="list-style-type: none"> • Advanced first aid kit • Dressing station • Basic first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for 2 injured workers | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants • Emergency transportation for 2 injured workers |
| 7 | 200 – 499 | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 advanced first aid attendants • Emergency transportation for 2 injured workers | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers |
| 8 | 500 or more | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 intermediate first aid attendants (transport) • Advanced first aid attendant • Emergency transportation for one injured worker | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • Intermediate first aid attendant (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers | <ul style="list-style-type: none"> • Advanced first aid kit • First aid room • 2 intermediate first aid attendants (transport) • 2 advanced first aid attendants • Emergency transportation for 2 injured workers |