

First Aid

Regulations & Requirements

Prince Edward Island updated the First Aid regulations January 1, 2025, to now align with the Canadian Standards Association (CSA). These changes include updates to the First Aid training requirements in the workplace and updates to first aid kits in the workplace. The Workers Compensation Board (WCB) have created a [First Aid Regulations Prevention Update](#) resource as well as updated the [Workplace First Aid Regulations Guide](#) to reflect the recent changes.

First Aid Standard

“The Occupational Health and Safety (OHS) Act General Regulations reference two Canadian Standards Association (CSA) first aid standards. CSA first aid standards are guidelines set by the CSA to make sure proper and effective first aid is administered in various work environments. The purpose of these standards is to establish a consistent and reliable framework for the provision of first aid supplies, and first aid treatment to those who are injured or ill.”



First Aid Risk Assessments

Employers must conduct and document first aid risk assessments for each workplace. This assessment is to be completed by a qualified person who has the necessary knowledge and experience. The process must include input from the workplace safety committee or safety representative to ensure all safety concerns are considered. First aid risk assessment templates are available in the WCB Workplace First Aid Regulations Guide.

Three Steps of a First Aid Risk Assessment

- Step 1** – Review the tasks performed in the workplace (or field work) to identify any hazards that could lead to injury or illness.
- Step 2** – Evaluate the hazards by listing possible types of work-related injuries or illnesses, estimating how likely they are to occur, and considering how serious they could be.
- Step 3** – Based on the findings, determine the appropriate first aid training and supplies needed to effectively respond to the identified risks.

Risk Assessment Levels and Training Associated	
Low Risk	Requires Basic First Aid with 3.5 hours of practical skills demonstration.
Moderate Risk	Requires Intermediate First Aid with 7 hours of practical skills demonstration.
High Risk	Requires Advanced First Aid with 35 hours of practical skills demonstration.



Workplace First Aider

A workplace first aider is an employee who holds a valid first aid certificate, provided by an approved organization or person. A workplace first aider plays a key role in promoting health and safety at work. Their key responsibility is to provide timely and appropriate care to injured or ill workers, based on the level of training they have received. First aid training can be conducted by any approved First Aid/CPR trainers listed in the [WCB PEI OHS Service Provider list](#).

Selecting the Appropriate First Aid Kit

The type (Type 1, 2, or 3), size (small, medium, or large), and number of workplace first aid kits required are determined by the results of the workplace first aid risk assessment.

CSA First Aid Kit Classification	
Type 1 Personal First Aid Kit	Used where there is only one worker at a workplace, or the worker is working in isolation and may not normally have access to a workplace first aid kit.
Type 2 Basic First Aid Kit	Suitable for most workplaces with a low-risk work environment. (Available in small, medium, large)
Type 3 Intermediate First Aid Kit	Suitable for most moderate and high-risk work environments. A Type 3 kit includes all the contents of a Type 2 kit, with additional supplies tailored to address the increased risks requiring first aid. (Available in small, medium, large)

Automated External Defibrillator (AED) Purchase Considerations

- **No OHS Legislative Requirements**
AEDs are not mandated by PEI OHS legislation.
- **Purchase Approval**
Deputy Minister approval is required for AED purchases.
- **Monthly Maintenance**
Departments are responsible to coordinate required monthly maintenance of AEDs to ensure they are operational in the event of an emergency.
- **Registration Requirements**
AEDs are required to be registered with the Island AED Registry.
- **First Aiders in the Workplace**
Workplace first aiders would need to be trained in First Aid, CPR and AED use.

First Aid Responsibilities

Employer

Employers are responsible for ensuring that appropriate first aid supplies are readily available and properly maintained in the workplace. They must also ensure that designated employees receive certified first aid training. All expenses related to first aid kits and training are the employer’s responsibility.

- **Conduct First Aid Risk Assessments**
Evaluate the workplace to identify potential hazards and determine the level of first aid required.
- **Provide Adequate First Aid Kits**
Ensure that appropriate first aid supplies are available and accessible in all work areas.
- **Designate Trained First Aiders**
Assign employees to act as first aid responders and ensure they receive certified training.
- **Maintain First Aid Records**
Keep accurate and up-to-date records of all first aid incidents, training, and kit inspections.

Worker

Workers are responsible for demonstrating safe and responsible behavior that promotes safety in the workplace for themselves and other workers.

- **Reporting Illness or Injury Promptly**
Notify your supervisor immediately if you become ill or injured while at work.
- **Using First Aid Resources Appropriately**
Access first aid supplies and services only when necessary.
- **Maintaining First Aid Kit Integrity**
Inform your employer or supervisor if any items are missing or depleted in the first aid kit.