

Workplace Health and Safety Bulletin



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. There are minimum requirements specified — employers are free to exceed them based on a site-specific assessment of their workers' first aid needs.

Worker's duty to report an injury or illness

Workers are required to report to their employer any work-related physical injury or sudden occurrence of illness experienced while at work. The employer should establish to whom the report is made 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 physical injuries or sudden 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 be 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. Where the record is retained in a bound book, then the entire book must be kept for a minimum of 3 years from the date of the final entry.

All first aid records should be kept as this helps demonstrate due diligence with respect to the record keeping requirement.

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 the 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.

The *Occupational Health and Safety Act*, section 8, allows the occupational health and safety officers and the Director of Medical Services, Workplace Health and Safety Policy and Legislation, Alberta Employment, Immigration and Industry 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.

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.


An employer must provide the worker with a copy of their first aid record upon request.


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"x9.5" binder comes with 28 first aid records. Additional replacement pages are available. Contact information for the Queen's Printer is shown at the end of this publication.

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Web Site

 www.worksafely.org

Getting copies of OHS Act, Regulation & Code:

Queen's Printer

 www.qp.gov.ab.ca

 Edmonton (780) 427-4952

Workplace Health and Safety

 www.whs.gov.ab.ca/whs-legislation

Call any Government of Alberta office toll-free
Dial 310-0000, then the area code and telephone number you want to reach

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