CALGARY SAFETY CONSULTANTS

First Aid Needs Assessment Worksheet

For each site, building or crew

How to use this worksheet

Use one worksheet for each site, building or mobile crew. Work through Parts A to D to describe the workplace, then use the lookup table in Part E and your own regulation to fill in Part F. Parts G to I cover hazard-specific supplies, communication, emergency transport and shared sites. Sign it off in Part J, add it to your emergency response plan and review it at least once a year or whenever the work, the crew size or the location changes.

- **The three factors:** nearly every jurisdiction sets first aid needs from the hazard level, the number of workers per shift and the time to medical care.
- **Minimums only:** the tables are a floor. Add whatever your own hazards and barriers to first aid demand.
- **Consult:** B.C., Saskatchewan, the Northwest Territories and Nunavut require the joint committee or representative to be consulted. It's good practice everywhere.
- **Check the source:** the summaries in this form are a starting point. Confirm numbers against the current regulation for your jurisdiction.

Key terms

Term	What it means
First aider / attendant	A worker with a valid first aid certificate at the level your rules require, designated by the employer. Some jurisdictions call them attendants.
Workers per shift	Everyone present at one time, including part-time and casual workers, supervisors and managers. At isolated camps, several jurisdictions count everyone housed there.
Hazard or risk level	Low, medium (moderate) or high, set by your regulation, by WorkSafeBC's rating for your classification unit, or by a documented first aid risk assessment.
Close, distant, isolated	Travel time bands to a hospital or medical facility under normal conditions. The minutes differ by jurisdiction (see Part E).
Remote (federal, B.C.)	Federal: ambulance response time over two hours. B.C.: a road ambulance can't reach the site from its base in 30 minutes or less.
CSA Z1210 / CSA Z1220	CSA Group standards for workplace first aid training (basic, intermediate, advanced) and first aid kits (Type 1 personal, Type 2 basic, Type 3 intermediate).

Part A: Workplace profile

Company

Site, building or crew

Site address or legal land location

Municipality

Prepared by

Position

Date

Review due

Jurisdiction that applies (tick one)

- ☐ Federal
- ☐ Alberta
- ☐ British Columbia
- ☐ Saskatchewan
- ☐ Manitoba
- ☐ Ontario
- ☐ Quebec
- ☐ New Brunswick
- ☐ Nova Scotia
- ☐ Prince Edward Island
- ☐ Newfoundland and Labrador
- ☐ Yukon
- ☐ Northwest Territories
- ☐ Nunavut

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Type of workplace (tick all that apply)

- ☐ Fixed site
- ☐ Mobile crew
- ☐ Multi-employer site
- ☐ Camp or lodging provided
- ☐ Works alone at times
- ☐ Public on site

Work done here and the injuries most likely to happen (use your hazard assessments)

Part B: Hazard or risk level

Use the terms your jurisdiction uses. If low and high hazard work can't be separated, rate the whole site at the highest level.

Hazard or risk level

- ☐ Low hazard / low risk
- ☐ Medium or moderate hazard / risk
- ☐ High hazard / high risk

WorkSafeBC classification unit and hazard rating (B.C.)

Yukon class (A, B or C)

Other rating source

Tick any high-hazard indicators present. Several regulations list work like this as high hazard.

- ☐ Construction, demolition, road building, earthwork, trenching or tunnelling.
- ☐ Oil and gas drilling, well servicing, pipeline, processing or plant turnaround work.
- ☐ Logging, sawmills, woodland operations or chainsaw work.
- ☐ Mining, quarrying, smelting or heavy equipment operation.
- ☐ Electrical work, power line construction or maintenance.
- ☐ Hazardous chemicals, hot work, explosives, confined spaces or work at heights.
- ☐ Hauling and trucking, or long drives on rural roads.

Reason for the rating chosen

Part C: Workers by shift

Count the most workers present at one time on each shift. Include contractors only if your arrangement in Part I says you cover them.

Shift or crew	Hours (start to end)	Own workers	Contractors you cover	Camp residents (if counted)	Total at once	Peak period?

Highest number at one time on any shift

Number used to read the table

Part D: Time to medical care

Nearest hospital or medical facility

Phone

Distance (km)

Drive time, normal (min)

Drive time, worst season (min)

Ambulance response (min)

Nearest ambulance base

Air ambulance or helicopter access details

Resulting category under your rules (tick all that apply)

- ☐ Close
- ☐ Distant
- ☐ Isolated
- ☐ Remote (federal or B.C.)
- ☐ Less accessible (B.C.)
- ☐ Aircraft only

Barriers that could delay first aid or transport (gates, codes, seasonal roads, dead zones, water crossings, distance across the site)

Part E: Jurisdiction lookup table

A summary of the rules covered in the guide. Use it to find the right regulation and terms, then read the full table in that regulation.

Jurisdiction	Main rules	How needs are set	Kits and training	First aid room	Records
Federal	Canada Occupational Health and Safety Regulations, Part XVI	Remote: ambulance response time over 2 hours. Attendant at 6+ employees (2+ if remote); basic certificate under 20 min response, standard 20 min to 2 h (non-office)	Kit types A to D (Schedule I)	Room at 200+ employees	2 years
Alberta	OHS Code Part 11 and Schedule 2, Tables 4 to 7	Low, medium or high hazard; close, distant or isolated (Code: close 20 min or less; distant over 20 to under 40; isolated 40 min or more)	CSA Z1220 Type 1, 2, 3; small 2 to 25, medium 26 to 50, large 51 to 100 workers per shift	Per Schedule 2 tables	3 years
British Columbia	OHS Regulation Part 3 (3.14 to 3.21), Schedule 3-A	Written assessment; WorkSafeBC hazard rating; class 1 to 4; remote if road ambulance over 30 min from base	Basic, intermediate or advanced kits and attendants per Tables 3-1 to 3-4	Per tables; overnight care if hospital over 2 h	3 years
Saskatchewan	OHS Regulations, 2020, Part 5 (Table 9)	Risk assessment (low, moderate, high); close = within 30 min road travel	CSA Z1220; Class A and Class B attendants	100+ workers at a distant or isolated site	Register, 5 years
Manitoba	Workplace Safety and Health Regulation, Part 5	Close 30 min; distant up to 2 h; isolated over 2 h or air only	CSA Z1220 (SAFE Work Manitoba)	More than 100 workers (SAFE Work Manitoba); check Part 5	See Part 5
Ontario	Reg. 1101 (Workplace Safety and Insurance Act)	Workers per shift: Basic First Aid for 5 or fewer, Intermediate for 6 or more	Reg. 1101 contents or CSA Z1220; check kits at least 4 times a year	See Reg. 1101	Record all treatment

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Jurisdiction	Main rules	How needs are set	Kits and training	First aid room	Records
Quebec	Regulation respecting minimum standards of first aid and first aid supplies (amended Feb 12, 2026)	1 first aider up to 50 workers present at once, plus 1 per additional 100 or part	CSA Z1220; CSA Z1210 intermediate certificates	Rules for larger establishments	See the regulation
New Brunswick	First Aid Regulation 2004-130	Employees per shift; high hazard work; intermediate training for high hazard	CSA Z1220	100+ employees per shift	3 years
Nova Scotia	Workplace Health and Safety Regulations, Part 4	Close 20 min or less; distant to 40; isolated 40+; office or other	CSA Z1220 Type 2 or 3 by tier	Non-office, 200+ employees per shift	5 years
Prince Edward Island	OHS Act General Regulations, Part 9	Documented first aid risk assessment; Basic, Intermediate or Advanced by risk	CSA Z1220 type, number and size	See Part 9	See Part 9
Newfoundland and Labrador	OHS First Aid Regulations (CNLR 1148/96)	2 to 14 workers per shift: emergency certificate; 15 to 199: standard plus 1 emergency per 25 over 25; 200+: attendant	CSA Z1220; Type 3 in vehicles carrying workers	200+ workers on one shift	Register, 5 years
Yukon	Workplace Health and Safety Regulations, Part 18	Class A, B or C; close up to 20 min; isolated over 40 min or no all-weather road	Level 1 to 3 kits (CSA Z1220 accepted); Level 1 kit in vehicles	Per Schedule 2 by class and distance	3 years
Northwest Territories	OHS Regulations, Part 5 (in force Jan 1, 2021)	Risk assessment (low, moderate, high); isolated over 1 h or aircraft only	CSA Z1220; inspect at least every 90 days; Type 2 in worker vehicles	100+ workers at an isolated site	Register, 3 years
Nunavut	OHS Regulations, Part 5 (R-003-2021)	Risk assessment; intermediate or advanced attendants (Schedule H)	CSA Z1220; CSA Z1210 training; inspect at least every 90 days; Type 2 in worker vehicles	100+ workers at an isolated site	Register, 3 years

Summary only, checked October 2026. Regulations include definitions, exemptions and table details not shown. CSA edition references vary by jurisdiction.

Part F: What we need and what we'll provide

Fill in the minimum from your jurisdiction's table, then what you'll actually provide, where it will be and who owns it.

Requirement	Minimum from the table	What we'll provide	Location / owner	Done
First aiders: day shift				☐
First aiders: night / other shifts				☐
Training level and standard				☐
Backup first aiders (absences)				☐
Kits: type, size, number				☐
Vehicle kits				☐
First aid station(s)				☐

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Requirement	Minimum from the table	What we'll provide	Location / owner	Done
First aid room or dressing station				☐
Stretcher, blankets, splints				☐
Eyewash or emergency shower				☐
AED (if provided)				☐
Emergency transportation				☐

Part G: Hazard-specific supplies and equipment

Tick each item your own hazards call for, beyond the minimum kit.

- ☐ Eyewash station or emergency shower for chemicals that could injure eyes or skin.
- ☐ Arterial tourniquets and extra trauma dressings for saws, sharp edges or machinery.
- ☐ Burn dressings for hot work, steam or hot surfaces.
- ☐ AED, with trained responders and a pad and battery tracking routine.
- ☐ Oxygen or specialized equipment where an advanced first aider or your regulation calls for it.
- ☐ Antidotes or specific supplies for toxic substances, where the safety data sheet or your rules require them.
- ☐ Extra blankets, shelter and warming supplies for cold weather or remote work.
- ☐ Rescue equipment and a written rescue procedure where a worker could be trapped or need rescue.

Part H: Communication and emergency transport plan

How workers summon a first aider

Emergency number to call

Backup method

Site address and directions to give dispatch (entrance, landmarks, access codes, meeting point)

Who calls for help

Who meets the ambulance

Meeting point

Transport method

- ☐ Ground ambulance
- ☐ Company emergency vehicle
- ☐ Other suitable vehicle
- ☐ Air ambulance or helicopter
- ☐ Boat or other

Designated driver(s)

Accompanying first aider (not the driver)

Stretcher fits?

Receiving facility

Facility phone

Communication en route

- ☐ Communication tested where workers actually work, including the far end of the site and any dead zones.
- ☐ Transport plan in place before workers are sent to the site, and suited to the distance, weather and likely injuries.
- ☐ Emergency numbers, address, first aider names and kit locations posted at each station and near phones.

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☐ First aid arrangements included in the emergency response plan and drilled at least once a year.

Part I: Contractors and shared sites

Arrangement

☐ We are the prime or principal contractor

☐ Another party provides first aid for us

☐ Shared under a written agreement

☐ Not a shared site

Party providing first aid	Contact	Agreement date

What each party provides on each shift (first aiders, kits, room, transport, records)

Common mistakes to avoid

- Counting total staff instead of workers per shift, and leaving nights and weekends without a first aider.
- Guessing travel time instead of timing the drive or checking ambulance response in normal conditions.
- Assuming the prime contractor or site owner covers you without confirming it in writing, shift by shift.
- Treating the table as the whole answer and missing hazard-specific needs such as eyewash.
- Letting certificates lapse, or relying on an older certificate that doesn't meet the level required.
- Writing the assessment once and never reviewing it when the work, crew or location changes.

Worked example

Step	Illustrative answer
Workplace	Alberta mechanical contractor, plant turnaround crew of 8 working days and nights, 50 minutes by road from the nearest hospital.
Hazard level	High hazard: hot work, rigging and work around process equipment.
Workers per shift	Day 5, night 3; no contractors counted. The prime contractor supplies first aid on days only, confirmed in writing.
Time to care	50 minutes: isolated (40 minutes or more under the OHS Code).
Result	Read Schedule 2 for high hazard, isolated, and provide the number and level of first aiders it sets for each shift (illustrative: intermediate first aiders on both shifts), a CSA Type 3 kit and stretcher in the crew truck, a satellite phone, and a transport plan with a driver and an accompanying first aider where required (not required at sites with three or fewer workers, such as the night crew).

Part J: Review and sign-off

Prepared by	Signature	Date

Committee member or representative consulted	Signature	Date

Manager approving	Signature	Next review

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Follow-up

- ☐ Added to emergency response plan
- ☐ First aider names posted
- ☐ Kits ordered or placed
- ☐ Drill scheduled

Part K: Review history and drill check

Review this worksheet at least once a year and whenever the work, the crew size, the shift pattern or the location changes. A short drill is the best test that the plan works.

Review date	What changed (work, crew, shifts, location, rules)	Changes made to first aid arrangements	Reviewed by

Drill check. Tick what your last drill confirmed.

- ☐ Workers found the nearest kit, AED and eyewash within a minute or two.
- ☐ The caller reached emergency services and gave the correct address, entrance and meeting point.
- ☐ Someone met the ambulance and guided it to the scene.
- ☐ The first aider on that shift was available and not tied up with other duties.
- ☐ Transport and communication worked from the actual work area.
- ☐ Gaps found were assigned an owner and a due date.

Last drill date	Scenario	Next drill

Want help? Calgary Safety Consultants helps employers complete first aid assessments and build them into emergency response plans. Call 1-888-231-0358 or visit calgarysafetyconsultants.ca. Free guide: calgarysafetyconsultants.ca/safety-guides/emergency-management/first-aid-requirements/.

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