

Workplace first aid approvals

OHS information for agencies seeking approval to deliver workplace first aid training in Alberta

This bulletin explains the application process and requirements for agencies interested in becoming an approved workplace first aid training provider in Alberta.

KEY INFORMATION

- Agencies must not teach workplace first aid courses in Alberta unless they have been approved to do so.
- Agencies must apply for approval. The courses they propose to teach must meet Alberta's training standards and legislated requirements.
- The training standard Alberta has adopted is Canadian Standards Association (CSA) Standard Z1210-17: First aid training for the workplace – Curriculum and quality management for training agencies.
- All approved agencies will be audited during the approval term.

Overview: workplace first aid

Agencies can only teach workplace first aid courses in Alberta after they have been approved.

Agencies seeking approval must first ensure their courses meet [CSA Standard Z1210-17](#).

Workplace first aid courses are designed to ensure that workplace first aiders have the level of training and skills that are appropriate to their work site, as required by the Occupational Health and Safety (OHS) Code.

Workplace first aid courses are not intended for the general public.

Legal requirements

- Part 11 of the OHS Code states work site first aid requirements.
- Section 22 of the OHS Act allows a Director of Medical Services or Director to approve a course or training agency.
- First aid training agencies are service providers under Section 7 of the OHS Act and must meet all service provider obligations.

Application process

Agencies applying for approval to teach workplace first aid in Alberta must complete and submit an Alberta OHS approval application through the [OHS Acceptances and Approvals](#) secure online portal.

One application is required for each course an agency wants to teach (see below). Each application form must be signed by the agency's medical advisor and the agency must provide a certificate template for each course. The agency uploads these documents through the secure portal.

Course material is not submitted with the application.

Courses that fall under the CSA Standard Z1210-17 exclusion criteria will not be reviewed or approved.

How to complete the workplace first aid application form

There are three workplace first aid application forms, one for each level: [Basic](#), [Intermediate](#) and [Advanced](#). The agency must make sure to choose the correct form for each course they're seeking approval to teach.

The agency's medical advisor uses the form to confirm that the course content meets the CSA standard.

Each form must be completely filled out and signed by the agency's medical advisor, and submitted along with the individual course certificate template. Otherwise the application will not be processed or will be denied.

Full instructions are provided on the first page of each application form.

Definitions

Director of Medical Services: A physician appointed under the OHS Act as a person who may perform all or

part of the duties and responsibilities of a Director of Medical Services.

Medical Advisor: A licensed physician with relevant experience, in good standing with the College of Physicians and Surgeons of Alberta or another provincial or territorial licensing body for physicians who is retained by a first aid training agency to review their first aid courses and advise on their course material.

For more information

Alberta first aid training
alberta.ca/first-aid-training.aspx

Applying for OHS acceptances and approvals
ohs-pubstore.labour.alberta.ca/li030

CSA Standard Z1210-17 (R 2021)
csagroup.org/store/product/Z1210-17/

OHS Acceptances and approvals portal
ohsacceptances.labour.alberta.ca/SignIn?returnUrl=%2Faa-list%2F

Workplace first aid approvals: Advanced First Aid Application Form (FA017FRM-1)
ohs-pubstore.labour.alberta.ca/fa017frm-1

Workplace first aid approvals: Basic First Aid Application Form (FA017FRM-3)
ohs-pubstore.labour.alberta.ca/fa017frm-3

Workplace first aid approvals: Intermediate First Aid Application Form (FA017FRM-2)
ohs-pubstore.labour.alberta.ca/fa017frm-2

Contact us

OHS Contact Centre

Anywhere in Alberta

- 1-866-415-8690
- Edmonton and surrounding area
- 780-415-8690
- Deaf or hard of hearing (TTY)
- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

Notify OHS of health and safety concerns

alberta.ca/file-complaint-online.aspx

Call the OHS Contact Centre if you have concerns that involve immediate danger to a person on a work site.

Report a workplace incident to OHS

alberta.ca/ohs-complaints-incidents.aspx

Website

alberta.ca/ohs

Get copies of the OHS Act, Regulation and Code

Alberta Queen's Printer

qp.gov.ab.ca

OHS

alberta.ca/ohs-act-regulation-code.aspx

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