

Minimum practical skills – 3.5 hrs (not including instructional theory time)

Please read all information provided prior to submitting

Alberta Labour has adopted the Canadian Standards Association (CSA) Standard Z1210-17 *First aid training for the workplace – Curriculum and quality management for training agencies*, as well as additional, Alberta-specific training standards (“Alberta Plus”), into its first aid (FA) training approval process. The new process will be used for all FA training course approvals.

Agencies must only teach FA courses approved by the Director of Medical Services (DMS). The Occupational Health and Safety (OHS) Code, Part 11, section 177 outlines the requirements around workplace FA training and approval requirements.

It is recommended agencies use the Workplace First Aid Approval: Alberta Plus Quality Management Plan (QMP) bulletin to ensure all the required components are completed for a successful application. <https://ohs-pubstore.labour.alberta.ca/FA017>

The Alberta Plus QMP requires minimum workplace FA standards be met and reviewed. FA training agencies applying for workplace FA approval must comply with the Alberta Plus QMP process which includes:

- Submission of an approval application, (which can be found on the Alberta Labour website at <https://www.alberta.ca/ohs-acceptances-approvals.aspx>)
- Prior to submission, your medical advisor must review your course(s) to verify that the course content meets CSA Standard Z1210-17.
- **This FA form MUST be attached to the general approval application.** The FA training agency will attach the FA form and all required supplemental information as directed.
- The competency levels indicated in the FA form are described below and must be met.

Competency Levels:

- **Awareness (A):** Upon successful completion of the workplace first aid training course, the workplace first aider will have information and will be able to access to other resources about this topic.
- **Knowledge (K):** Upon successful completion of the workplace FA training course, the workplace first aider will be able to recognize and recall knowledge related to this topic.
- **Skill (S):** Upon completion of the workplace FA training course, the workplace first aider will be able to apply a procedure or protocol, at the required competency level.

Have you forgotten anything? The FA form MUST be attached to the application. Complete the table below to ensure you have completed all the requirements.

Items to include	Agency – Completed (✓)	OHS ONLY (✓)
Part A: CSA Standards (applicable course level)		
Part B: Alberta Plus (materials)		
Part C: Quality Assurance (QA) documentation		

Submission of Completed Forms and Attachments: Agencies can send in their course application for approval either electronically by email: lbr.occhealth@gov.ab.ca or mail to: Dr. Xiangning Fan, Director of Medical Services, Specialized Professional Services, Alberta Labour, 8th Floor, 10808 – 99 Ave. Edmonton, AB T5K 0G5

Part A Instructions:

The agency's **medical advisor** must review all mandatory CSA Standard Z1210-17 curriculum requirements and verify with a checkmark for each topic/competency on Part A of the FA form. If the medical advisor feels additional information is required, it can be added in the comments section.

Agency Name:		
Part A Emergency First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
L.1 Principles of Workplace First Aid		
L1.1 Role and Responsibilities of Workplace First Aider		
L.1.1.1 Definition	K	
L.1.1.2 Role	K	
L.1.1.3 Federal/provincial legislation protecting first aiders. Note: Alberta OHS bulletins "Workplace First Aiders and Legal Requirements" and "Developing a First Aid Plan" to be included in course content	K	
L.1.1.4 Principle of consent	K	
L.1.1.5 Scope of practice for workplace FA training	K	
Comments:		
L1.2 Administration of Medication		
L.1.2.1 Procedures for medication administration	A	
L.1.2.2 Federal/provincial legislation requirements Note: Alberta OHS bulletin "Medication in First Aid Kits" to be included in course content	A	
Comments:		
L1.3 Workplace First Aid Kit and Equipment		
L.1.3.1 Federal/provincial legislation requirements Note: Refer also to CSA Z1220-17 First Aid Kits for the Workplace and Alberta OHS Code, Part 11	A	
Comments:		
L1.4 Principles of Effective Communication		
L.1.4.1 Notification of EMS and hand-over principles	K	
L.1.4.2 Principles of effective communication	K	
L.1.4.3 Barriers of effective communication	K	
L.1.4.4 Reporting and documentation requirements Note: Alberta OHS bulletin "First Aid Records" to be included in course content	K	
Comments:		

Agency Name:

Part A
Emergency First Aid Form

Topic/Competency	Competency Level	Meets CSA Standards
L1.5 Workplace First Aider Safety and Personal Protection		
L.1.5.1 Workplace hazards and risks	K	
L.1.5.2 Common routes for transmission	K	
L.1.5.3 Types of personal protective equipment	K	
L.1.5.4 Proper use of personal protective equipment	S	
L.1.5.5 Procedures and supplies required to clean/disinfect equipment	A	
L.1.5.6 Safe procedures for clean-up of work environment and disinfection of equipment following workplace incident	A	
L.1.5.7 Safe procedures for disposal of sharps and contaminated supplies	A	
Comments:		
L1.6 Occupational Health and Safety		
L.1.6.1 Definition of hazard	A	
L.1.6.2 Basic principles of hazard identification, risk assessment, control processes and implementation	A	
L.1.6.3 Safety Data Sheets (SDS) as a source of information	A	
L.1.6.4 Role of first aider in OHS management system	A	
L.1.6.5 Basic principles of OHS legislation Note: Alberta OHS bulletin "Workplace First Aiders and Legal Requirements" to be included in course content	A	
Comments:		
L.2 Management of Injured/Ill Workers		
L2.1 Scene Management		
L.2.1.1 Scene assessment	K	
L.2.1.2 Obtaining incident information	S	
Comments:		
L.2.2 Primary Survey		
L.2.2.1 Level of consciousness assessment	S	
L.2.2.2 Airway assessment	S	
L.2.2.3 Breathing assessment	S	
L.2.2.4 Circulation assessment	S	
L.2.2.5 Check for life-threatening injuries or conditions	S	
Comments:		
L.2.3 Secondary Survey		
L.2.3.1 Medical history	A	
L.2.3.2 Vital signs	A	
L.2.3.3 Head-to-toe assessment	A	
Comments:		

Agency Name:

Part A
Emergency First Aid Form

Topic/Competency	Competency Level	Meets CSA Standards
L.2.4 Ongoing Assessments		
L.2.4.1 Ongoing assessment based on appearance and signs/symptoms	S	
Comments:		
L.3 Airway Management		
L.3.1 Basic Airway Management		
L.3.1.1 Indications, contraindications and precautions of performing airway maneuvers	K	
L.3.1.2 Procedures for opening, clearing and maintaining an airway	S	
L.3.1.3 Positioning to maintain an open airway	S	
Comments:		
L.4 Breathing Management		
L.4.1 Respiratory System		
L.4.1.1 Function and major structures	A	
Comments:		
L.4.2 Management of Respiratory Emergencies		
L.4.2.1 Management as specified in CSA Standard Z1210-17, Annex A	S	
L.4.2.2 Approach, assess and provide injured/ill worker management	S	
Comments:		
L.5 Circulation Management		
L.5.1 Circulatory System		
L.5.1.1 Major structures and function	A	
Comments:		
L.5.2 Management of Cardiovascular Emergencies		
L.5.2.1 Management as specified in CSA Standard Z1210-17, Annex A	S	
L.5.2.2 Approach, assess and provide FA	S	
Comments:		
L.5.3 Nervous System		
L.5.3.1 Major structures and function	A	
Comments:		

Agency Name:

Part A
Emergency First Aid Form

Topic/Competency	Competency Level	Meets CSA Standards
L.5.4 Management for Shock		
L.5.4.1 Definition	A	
L.5.4.3 Signs and Symptoms	A	
L.5.4.4 Management	A	
Comments:		
L.5.5 Cardiopulmonary Resuscitation (CPR)		
L.5.5.1 Indications for CPR	K	
L.5.5.2 One rescuer adult CPR	S	
L.5.5.3 Two rescuer adult CPR	A	
Comments:		
L.5.6 Automated External Defibrillation (AED)		
L.5.6.1 Definition	K	
L.5.6.2 Indications for using an AED	K	
L.5.6.3 AED equipment inspection	A	
L.5.6.4 Policy and procedures Note: Alberta OHS bulletin "Automated External Defibrillators in the Workplace" to be included in course content	A	
L.5.6.5 Application and use	S	
Comments:		
L.6 Injury Management		
L.6.1 Internal and External Hemorrhage		
L.6.1.1 Recognition of minor and major external hemorrhage	K	
L.6.1.2 Controls for minor and major external hemorrhage	S	
L.6.1.3 Recognition of internal hemorrhage	A	
L.6.1.4 Management as specified in CSA Standard Z1210-17, Annex A	A	
Comments:		
L.6.2 Burn Management		
L.6.2.1 Types (eg. thermal, chemical)	K	
L.6.2.2 Classification of burns	K	
L.6.2.3 Signs and symptoms	K	
L.6.2.4 Management	K	
Comments:		
L.6.3 Management of Musculoskeletal System Injuries		
L.6.3.1 Management as specified in CSA Standard Z1210-17, Annex A	A	
Comments:		

Agency Name:

Part A
Emergency First Aid Form

Topic/Competency	Competency Level	Meets CSA Standards
L.7 Medical Emergencies		
L.7.1 Anaphylaxis		
L.7.2.1 Definition	A	
L.7.2.2 Signs and symptoms	A	
L.7.2.3 Management	K	
Comments:		
L.7.2 Diabetic Emergencies		
L.7.2.1 Definition	A	
L.7.2.2 Signs and symptoms	A	
Comments:		
L.7.3 Seizures		
L.7.3.1 Definition	A	
L.7.3.2 Signs and symptoms	A	
L.7.3.3 Management	A	
Comments:		
L.7.4 Stroke		
L.7.4.1 Definition	A	
L.7.4.2 Signs and symptoms	A	
L.7.4.3 Management	A	
Comments:		
L.7.5 Mental Health Emergencies		
L.7.5.1 Mental health emergencies	A	
L.7.5.2 Recognizing a mental health emergency	A	
L.7.5.3 Management	A	
L.7.5.4 Occupational stress injury and self-care management	A	
Comments:		
L.7.6 Environmental Injury and Illness		
L.7.6.1 Definition	A	
Comments:		

Agency Name:		
Part A Emergency First Aid Form		
Topic/Competency	Competency Level	Meets CSA Standards
L.8 Transportation Management		
L.8.1 Transportation		
L.8.1.1 Transportation of injured/ill workers	A	
L.8.1.2 Criteria	K	
Comments:		
L.9 Spinal and Neurological Emergencies Management		
L.9.1 Spinal and Neurological Emergencies		
L.9.1.1 Indications for spinal precautions	K	
L.9.1.2 Management as specified in CSA Standard Z1210-17, Annex A	A	
L.9.1.3 Approach, assess and provide injured/ill worker management	S	
L.9.1.4 Signs and symptoms	K	
L.9.1.5 Management of suspected fractures of spinal column	A	
Comments:		
Infant and Child CPR – (optional topic)		
Note: Not required for Alberta Workplace FA Course and will not be reviewed by Alberta		
Comments:		

A Medical Advisor is a licensed physician with relevant experience, in good standing with the College of Physicians and Surgeons of Alberta or other provincial or territorial licensing body for physicians.

Medical Advisor: I have reviewed the agency's Emergency First Aid Course to ensure it meets the CSA Standard Z1210-17 requirements.

Medical Advisor Print Name

Date

Signature

Province or Territory of licensure

Area of practice

Part B Instructions:

The agency must complete Part B to indicate that all Alberta Plus requirements are included in the application. The agency must provide supporting documentation for all topics by providing course materials that align with competencies outlined in Part B. Ensure that materials are organized, logical and easy to follow to reduce processing time.

Agency Name:		
Part B Alberta Plus – Emergency First Aid Form		
Topic/Competency	Competency Level	Included
1.0 Unconsciousness		
1.1 Recognized unconsciousness <u>Learning Requirements:</u> <ul style="list-style-type: none"> Review signs and symptoms of; conscious, semi-conscious, and unconscious such as using AVPU (alert, responds to voice, responds to pain, unresponsive) 	K	
1.2 Manage unconscious casualty <u>Learning Requirements:</u> <ul style="list-style-type: none"> Assess and monitor airway, breathing and circulation (ABC's); treat based on assessment Loosen tight clothing at neck, chest and waist Provide ongoing care and record events 	S	
Comments:		
2.0 Fainting		
2.1 Recognize warning signs <u>Learning Requirements:</u> <ul style="list-style-type: none"> Signs and symptoms – warning signs; pale, sweating, nausea, dizziness, unsteadiness Move casualty to a safe place, have him/her sit down 	K	
2.2 Manage fainting casualty <u>Learning Requirements:</u> <ul style="list-style-type: none"> Recovery position Loosen tight clothing around neck Stay with casualty until fully recovered or help arrives Provide FA for unconscious casualty Monitor airway, breathing and circulation (ABCs) 	S	
Comments:		

Agency Name:

Part B
Alberta Plus – Emergency First Aid Form

Topic/Competency	Competency Level	Included
3.0 Eye Injuries		
3.1 Recognize eye injuries <u>Learning Requirements:</u> <ul style="list-style-type: none">• Signs and symptoms: red, watery or inflamed eye/s, pain, burning, impaired vision, possible soft tissue damage around the eye and possible impaled object• Mechanism of injury	K	
3.2 Recognize <u>arc flash</u> injuries to eyes <u>Learning Requirements:</u> <ul style="list-style-type: none">• Cause/Mechanism of injury: exposure to welding flash/torch• Signs and symptoms: pain (mild to severe) usually starting a few hours after the incident, redness to eyes, photosensitivity, watery eyes, blurred vision, feeling of something in the eye(s)	K	
3.3 Provide FA <u>Learning Requirements:</u> <ul style="list-style-type: none">• Examine to determine the extent and nature of injury• Assess the injured eye/s for equal gaze (eyes appear the same and move in the same direction) equal pupil shape and response, presence of a foreign body, fluid/blood draining from the eye, swollen or lacerated eyelids, bright red conjunctiva, etc.• <u>Arc flash</u> - protect the eyes from light; eye patches may be used; cool wet (saline solution) compresses for pain relief• Do not delay care to remove contact lenses• Transport the casualty to medical care for further assessment and treatment or call EMS for help (911)	S	
Comments:		
4.0 Chemical Burns to Eyes and Skin		
4.1 Signs and symptoms <u>Learning Requirements:</u> EYES <ul style="list-style-type: none">• Signs and symptoms: burning, pain, irritation, loss of vision, redness, swelling, visual damage to the eyes and skin on the face• Consider potential for inhalation injury• Casualty tells you the cause of the injury <u>Learning Requirements:</u> SKIN <ul style="list-style-type: none">• Signs and symptoms: pain, blistering, skin is hot to touch, redness, tingling, visual skin damage• Potentially delayed reaction to chemical exposure	K	

Agency Name:

Part B
Alberta Plus – Emergency First Aid Form

Topic/Competency	Competency Level	Included
<p>4.2 Provide FA by following instructions on SDS</p> <p><u>Learning Requirements:</u></p> <p>EYES</p> <ul style="list-style-type: none">• Brush powdered chemicals off the face with a gloved hand or cloth and remove contaminated clothing• Avoid contaminating yourself• Immediately flush eyes with water/sterile saline, at least 15 minutes• Take care to protect the uninjured eye and prevent irrigation fluid from running into it• Do not delay care to remove contact lenses• Provide ongoing casualty care• Send a copy of the SDS with the casualty to medical care (OHS Code, Part 29, Section 413)• Transport the casualty to medical care for further assessment and treatment or call EMS for help (911)• Complete FA record, including amount of time affected area was flushed• First aiders can refer to SDS when needed <p>SKIN</p> <p><u>Learning requirements:</u></p> <ul style="list-style-type: none">• Brush powdered chemicals off with a gloved hand or cloth and remove contaminated clothing• Avoid contaminating yourself• Immediately flush eyes with water/sterile saline, at least 15 minutes, taking care to protect uninjured skin when possible• Depending on the amount of exposure and the workplace, a shower may be present• Provide ongoing casualty care• Send a copy of safety data sheet (SDS) with the casualty to medical care (OHS Code, Part 29, Section 413)• Transport the casualty to medical care for further assessment and treatment or call EMS for help (911)• Complete FA record including amount of time affected area was flushed	S	

Comments:

Agency Name:

Part B
Alberta Plus – Emergency First Aid Form

Topic/Competency	Competency Level	Included
5.0 Frostbite		
5.1 Signs and Symptoms <u>Learning Requirements:</u> <ul style="list-style-type: none">• Signs and symptoms: grey waxy or yellow patches of skin, skin feels cold, lack of sensation, little or no pain when frostbite develops	K	
5.2 Provide FA <u>Learning Requirements:</u> <ul style="list-style-type: none">• Protect area(s) from further damage• Prevent area(s) from thawing and refreezing• Consider extent of damage and re-warm passively according to medical advice• Provide ongoing care and transfer to medical care as necessary, may call EMS for transport	K	
Comments:		
6.0 WHMIS		
6.1 Knowledge of WHMIS 2015 as applicable to OHS legislation <u>Learning Requirements:</u> <ul style="list-style-type: none">• Identification of situations in which an SDS sheet may be used by the first aider• The SDS may be provided to medical professionals to ensure appropriate care (OHS Code, Part 29, Section 413)• Review sections that apply to exposures and FA: inhalation, chemical, burns	K	
Comments:		
7.0 Alberta OHS Requirements		
7.1 Bulletins The following OHS bulletins must be part of an agency's course material and learning objectives and may be provided as a hardcopy or accessed online. <u>Learning Requirements</u> <ul style="list-style-type: none">• FA009 First Aid Records• FA011 Workplace First Aiders and Legal Requirements• FA012 Developing a First Aid Plan• FA013 Oxygen Equipment and Related Training Requirements at Worksites• FA014 Medication in First Aid Kits• FA015 Automated External Defibrillators (AEDs) in the Workplace	K	

Agency Name:

Part B
Alberta Plus – Emergency First Aid Form

Topic/Competency	Competency Level	Included
7.2 OHS Theory <u>Learning Requirements</u> <ul style="list-style-type: none">A minimum of 2 written questions that address legal requirements related to OHS legislation.	S	
Comments:		

Agency Representative: I have included all the mandatory requirements in Part B of the Alberta Plus Emergency FA form.

Agency Representative Print Name

Date

Position

Signature

Part C Instructions:

Quality assurance requirements are necessary to ensure the FA training agency has systems to provide workplace FA training. Policies and processes reflect minimum standards for course delivery. All information below must be included and supporting documents **must** be submitted with the agency approval application.

Agency Name:	
Part C Quality Assurance – Emergency First Aid Form	
Topic Competency	Included
1.0 Administrative Information	
1.1 Insurance Requirements <ul style="list-style-type: none">• Current Errors and Omissions insurance:<ul style="list-style-type: none">○ Applies in Alberta○ Not less than \$1,000,000 per claim○ Includes bodily injury coverage○ Will remain in place for a period of 12 months following completion or termination of the Approval Agreement• General liability insurance:<ul style="list-style-type: none">○ Applies in Alberta○ Not less than \$2,000,000 per claim• Alberta Workers' Compensation Board (WCB) coverage that is current and good standing OR proof of exemption.	
1.2 Schedule of Training <ul style="list-style-type: none">• List of course dates that are scheduled/planned and the locations they are offered• Provide duration of course (number of hours)	
1.3 Certificates Issued <ul style="list-style-type: none">• Identify the process for issuing certificates (passing grade and length of validity)• Instructor certifies or otherwise indicates that the student has met all training requirements before the certificate is issued• Identify process for lost/stolen card replacement• Provide a copy of the FA certificate template that includes: name of the certified individual, name of the agency, date of expiry, name of the course, province or territory of issuance, and level of FA training	
1.4 Record Keeping <ul style="list-style-type: none">• Tracking system: student skill evaluations/tests, course level (EFA), and scores• Tracking system: first aider and instructor certification• Record keeping standards and retention policy	
Comments:	

Agency Name:

Part C
Quality Assurance – Emergency First Aid Form

Topic Competency	Included
2.0 Agency Organizational Structure <ul style="list-style-type: none">• Organizational chart and structure identified• Positions outlining roles and responsibilities• Identifying third party instructors• Agency Medical Advisor credentials	
Comments:	
3.0 Agency Training Environment <ul style="list-style-type: none">• Overall training environment (space, set-up, etc.)• The training materials are reviewed by medical advisor (no less than every three years)• Equipment is maintained and in working condition (condition, relevant, inventory)• Infection prevention policies and procedures for trainers and students	
Comments:	
4.0 Operational Policies and Procedures <ul style="list-style-type: none">• Complaint and dispute resolution process (e.g. about the course, material, instructors or students)• Policy to evaluate instructor training• Both internal and external program evaluation• Policy to identify training program deficiencies• Policy to implement corrective actions for training program deficiencies	
Comments:	
5.0 Evaluation and Updating Policies and Processes <ul style="list-style-type: none">• Student evaluation<ul style="list-style-type: none">○ Skills tests○ Learning objectives (Alberta Plus)• Instructor Competency<ul style="list-style-type: none">○ Ensure trained and qualified instructors are delivering the training program○ Have taught at least 2 courses in a year○ Current and applicable certification○ Evaluation of instructors and frequency of evaluations• FA programs<ul style="list-style-type: none">○ Develop and update the training program○ Ensure instructional method(s) meet the learning objective(s)	
Comments:	

Agency Representative: I have included all the mandatory requirements in Part C, Quality Assurance, of the Emergency FA form.

Agency Representative Print Name

Date

Position

Signature