Application for approval to teach

BASIC workplace first aid training

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

Alberta Occupational Health and Safety (OHS) approves workplace first aid training in Alberta. Use this form to apply to teach basic workplace first aid training.

Make sure your application meets the requirements below. OHS will not review or approve incomplete applications, or an application form that describes more than one course.

Note that a medical advisor must review the course materials and sign the application. (See below.)

Application requirement	Notes
Provide key information: agency name, course name, delivery method.	One application form for each course. Agencies choose course names.
Medical advisor reviews course materials to confirm that topics and competency levels meet CSA Standard Z1210-17 (R2021) *First aid training in the workplace – Curriculum and quality management for training agencies*.	Topics and competencies are set out as line items in the application form. The medical advisor must verify that every topic and competency level in the course materials meet the standard. OHS will not review or approve applications with missing topics or competency levels.
Medical advisor signs the application form.	Signature confirms the medical advisor's review and that the course materials meet the standard's requirements.
Attach a course certificate template that follows clause 7.10 of CSA Standard Z1210-17, and gives the course name.	The course name on the certificate must match the course name in the application form and on the agency's website.

Do not include course materials with the application.

How to submit your application: Use the OHS Acceptances and Approvals secure online feature. You can enter and upload all required information directly, and track the status of your application.

For more information: Read Workplace first aid approvals and look at the current list of approved first aid training agencies and courses. Both are in the OHS Resource Portal's first aid section (ohs-pubstore.labour.alberta.ca/first-aid-training-agencies).

Note: 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.

Instructions

Agency: Provide agency and course name, and the course delivery method (for example, in-person, blended or recertification).

Medical advisor: Review the course materials against all mandatory CSA Standard Z1210-17 curriculum requirements. Verify with a checkmark that each topic/competency and competency level is met. Use the "Comments" fields to provide any relevant additional information.

Agency Name:		
Course Name:		
Course Delivery Method:		

Basic First Aid Form		
Topic/Competency	**Competency Level**	**Meets CSA Standards**
L.1 Principles of Workplace First Aid		
L.1.1 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/territorial legislation Note: Alberta Occupational Health and Safety (OHS) bulletin "First aid in the workplace" to be included in course content	K	
L.1.1.4 Principle of consent	K	
L.1.1.5 Scope of practice appropriate for the level	K	
Comments:		
L.1.2 Administration of Medication		
L.1.2.1 Procedures for assisting with medication	A	
L.1.2.2 Federal/provincial/territorial legislation Note: Alberta OHS bulletin "First aid in the workplace" to be included in course content	A	
Comments:		
L.1.3 Workplace First Aid Kit and Equipment		
L.1.3.1 Federal/provincial/territorial legislation Note: Refer also to CSA Z1220-17 First Aid Kits for the Workplace/Alberta OHS Code, Part 11	A	
Comments:		

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Alberta

Agency Name:
Course Name:
Course Delivery Method:

Basic First Aid Form		
Topic/Competency	**Competency Level**	**Meets CSA Standards**
L.1.4 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 to effective communication	K	
L.1.4.4 Reporting and documentation Note: Alberta OHS bulletin "First aid in the workplace" to be included in course content	K	
Comments:		
L.1.5 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 disinfect equipment	A	
L.1.5.6 Safe procedures for clean-up of work environment	A	
L.1.5.7 Safe procedures for disposal of sharps and spoiled supplies	A	
Comments:		
L.1.6 Occupational Health and Safety		
L.1.6.1 Definition	A	
L.1.6.2 Basic principles of hazard identification, risk assessment, control processes and implementation	A	
L.1.6.3 Material Safety Data Sheets (MSDS/Safety Data Sheets (SDS)	A	
L.1.6.4 Role of first aider in an OHS management system	A	
L.1.6.5 OHS legislation Note: Alberta OHS bulletin "First aid in the workplace" to be included in course content	A	
Comments:		
L.2 Management of Injured/Ill Workers		
L.2.1 Scene Management		
L.2.1.1 Assessment	K	
L.2.1.2 Collecting incident information	S	
Comments:		

Agency Name:

Course Name:

Course Delivery Method:

Basic First Aid Form		
Topic/Competency	**Competency Level**	**Meets CSA Standards**
L.2.2 Primary Survey		
L.2.2.1 Consciousness evaluation	S	
L.2.2.2 Airway evaluation	S	
L.2.2.3 Breathing evaluation	S	
L.2.2.4 Circulation evaluation	S	
L.2.2.5 Life-threatening injuries or conditions	S	
Comments:		
L.2.3 Secondary Survey		
L.2.3.1 Medical history	A	
L.2.3.2 Vitals	A	
L.2.3.3 Head-to-toe evaluation	A	
Comments:		
L.2.4 Ongoing Assessments		
L.2.4.1 Continuous 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	K	
L.3.1.2 Procedures for opening, clearing and maintaining	S	
L.3.1.3 Maintain an open airway	S	
Comments:		
L.3.2 Advanced airway management – Competency not applicable at this level	N	
Comments:		
L.4 Breathing Management		
L.4.1 Respiratory System		
L.4.1.1 Function and major structures	A	
Comments:		

Agency Name:
Course Name:
Course Delivery Method:

Basic First Aid Form		
Topic/Competency	**Competency Level**	**Meets CSA Standards**
L.4.2 **Respiratory Emergencies**		
L.4.2.1 Management as specified in CSA Standard Z1210-17	Annex A	
L.4.2.2 Approach, assess and manage injured worker	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	
L.5.2.2 Approach, assess and provide WFA	S	
Comments:		
L.5.3 **Nervous System**		
L.5.3.1 Major structures and function	A	
Comments:		
L.5.4 **Management for Shock**		
L.5.4.1 Definition	A	
L.5.4.2 Types - **Competency not applicable at this level**	N	
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	K	
L.5.5.2 One rescuer	S	
L.5.5.3 Two rescuer	A	
Comments:		

Agency Name:
Course Name:
Course Delivery Method:

Basic First Aid Form		
Topic/Competency	**Competency Level**	**Meets CSA Standards**
L.5.6 Automated External Defibrillation (AED)		
L.5.6.1 Definition	K	
L.5.6.2 Indications for use	K	
L.5.6.3 Equipment inspection	A	
L.5.6.4 Policy and procedures Note: Alberta OHS bulletin "First aid in the workplace" to be included in course content	A	
L.5.6.5 Application and use	S	
Comments:		
L.6 Oxygen Administration - Competency not applicable at this level		
Comments:		
L.7 Injury Management		
L.7.1 Internal and External Hemorrhage		
L.7.1.1 Minor and major external hemorrhage	K	
L.7.1.2 Controls for external hemorrhage	S	
L.7.1.3 Identification of internal hemorrhage	A	
L.7.1.4 Management as specified in CSA Standard Z1210 -17	Annex A	
Comments:		
L.7.2 Ear, Eyes and Nose Injuries - Competency not applicable at this level	N	
Comments:		
L.7.3 Burn Management		
L.7.3.1 Types	K	
L.7.3.2 Classification	K	
L.7.3.3 Signs and symptoms	K	
L.7.3.4 Management	K	
Comments:		

Agency Name:
Course Name:
Course Delivery Method:

Basic First Aid Form		
Topic/Competency	**Competency Level**	**Meets CSA Standards**
L.7.4 Management of Musculoskeletal System Injuries		
L.7.4.1 Major structures and function - <mark>Competency not applicable at this level</mark>	N	
L.7.4.2 Management of conditions as specified in CSA Standard Z1210-17	Annex A	
L.7.4.3 Splinting - <mark>Competency not applicable at this level</mark>	N	
Comments:		
L.8 Medical Emergencies		
L.8.1 Poison Management - <mark>Competency not applicable at this level</mark>		
Comments:		
L.8.2 Anaphylaxis		
L.8.2.1 Definition	A	
L.8.2.2 Signs and symptoms	A	
L.8.2.3 Management	K	
Comments:		
L.8.3 Diabetic Emergencies		
L.8.3.1 Definition	A	
L.8.3.2 Signs and symptoms	A	
L.8.3.3 Management - <mark>Competency not applicable at this level</mark>	N	
Comments:		
L.8.4 Seizures		
L.8.4.1 Definition	A	
L.8.4.2 Types - <mark>Competency not applicable at this level</mark>	N	
L.8.4.3 Signs and symptoms	A	
L.8.4.4 Management	A	
Comments:		

Agency Name:
Course Name:
Course Delivery Method:

Basic First Aid Form		
Topic/Competency	**Competency Level**	**Meets CSA Standards**
L.8.5 Stroke		
L.8.5.1 Definition	A	
L.8.5.2 Types - **Competency not applicable at this level**	N	
L.8.5.3 Signs and symptoms	A	
L.8.5.4 Management	A	
Comments:		
L.8.6 Mental Health Emergencies		
L.8.6.1 Emergencies	A	
L.8.6.2 Recognizing an emergency	A	
L.8.6.3 Management of emergency	A	
L.8.6.4 Stress injury and self-care management	A	
Comments:		
L.8.7 Obstetrical Emergencies - Competency not applicable at this level		
Comments:		
L.8.8 Environmental Injury and Illness		
L.8.8.1 Definition	A	
L.8.8.2 Signs and symptoms - **Competency not applicable at this level**	N	
L.8.8.3 Management as specified in CSA Standard Z1210- 17 - **Competency not applicable at this level**	N	
Comments:		
L.9 Transportation Management		
L.9.1 Transportation		
L.9.1.1 Transportation	A	
L.9.1.2 Criteria	K	
L.9.1.3 Care during - **Competency not applicable at this level**	N	
Comments:		
L.9.2 Multiple injured/ill worker incidents and transportation - Competency not applicable at this level		
Comments:		

Agency Name:
Course Name:
Course Delivery Method:

Basic First Aid Form		
Topic/Competency	**Competency Level**	**Meets CSA Standards**
L.10 **Spinal and Neurological Emergencies Management**		
L.10.1 **Spinal and Neurological Emergencies**		
L.10.1.1 Indications for precautions	K	
L.10.1.2 Management as specified in CSA Standard Z1210-17	Annex A	
L.10.1.3 Approach, assess and provide management	S	
L.10.1.4 Signs and symptoms of injury to the spinal column	K	
L.10.1.5 Management of fractures of the spinal column	A	
Comments:		
Infant and Child CPR – Note: Not Required for Alberta Workplace FA (optional topic)		
Comments:		
Issuance of Certificates		
Workplace first aid certificate templates must match what is identified in clause 7.10 of CSA Standard Z1210-17		
Comments:		

Medical Advisor: I have reviewed the agency's Basic 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