



**OCCUPATIONAL  
HEALTH AND SAFETY  
FIRST AID REGULATIONS**

Regulations made pursuant to the

**Occupational Health and Safety Act  
Statutes Of  
Nova Scotia  
1996, Chapter 7**

Province of Nova Scotia  
Halifax, Nova Scotia



**NOTE**

This edition is prepared for convenience only. Descriptive headings have been included to help the reader. For an accurate reference, please refer to the Royal Gazette.

# Occupational Health and Safety First Aid Regulations

made under Section 82 of the  
*Occupational Health and Safety Act*  
S.N.S. 1996, c. 7

O.I.C. 96-697 (September 10, 1996, effective January 1, 1997), N.S. Reg.  
155/96 as amended by O.I.C. 2001-401 (August 16, 2001, effective  
September 3, 2001) N.S. Reg. 104/2001

## Citation and application

- 1 These regulations may be cited as the *Occupational Health and Safety First Aid Regulations*.
- 2 These regulations apply to all workplaces to which the *Occupational Health and Safety Act* applies.

## Interpretation

- 3 In these regulations,

- (a) "advanced first aid certificate" means a document issued by an approved organization certifying that a person has successfully completed a first aid course consisting of at least 35 hours of instruction;

Clause 3(a) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (aa) "approved organization" means an organization approved to deliver courses in first aid under subsection 5(4);

Clause 3(aa) added: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (b) "barrier equipment" means items that prevent the transfer of infectious substances between the wearer of the equipment and another person;

- (c) "emergency care facility" means a health care facility that

- (i) is equipped to provide immediate treatment of injuries and illnesses, and
- (ii) has a medical practitioner on call;

- (d) "emergency first aid certificate" means a document issued by an approved organization certifying that a person has successfully completed a first aid course consisting of at least 6.5 hours of instruction;

Clause 3(d) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (e) "first aid attendant" means an employed person who is the holder in good standing of an emergency first aid certificate, a standard first aid certificate or an advanced first aid certificate;

Clause 3(e) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (f) "first aid room" means a room at the worksite that is used exclusively for the purposes of administering first aid;

Clause 3(g) relettered (f): O.I.C. 2001-401, N.S. Reg. 104/2001.

- (fa) "full time" means an average of 30 hours or more of work in a week averaged over a 4-week period;

Clause 3(fa) added: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (g) "hospital" means

- (i) a hospital as defined in the *Hospitals Act* that provides emergency services during all hours of operation, or

- (ii) an emergency care facility;

Clause 3(h) relettered (g): O.I.C. 2001-401, N.S. Reg. 104/2001.

- (h) "kit" means a container holding first aid supplies;

Clause 3(f) relettered (h): O.I.C. 2001-401, N.S. Reg. 104/2001.

Clause 3(i) repealed: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (j) "medical practitioner" means a person qualified to practice medicine under the *Medical Act*;

- (k) "mobile" means normally based in a motor vehicle;

- (l) "remote location" means a place requiring more than 30 minutes of surface travel time in one direction from an emergency care facility that is open during the working hours at a worksite;

- (m) "standard first aid certificate" means a certification of successful completion of a first aid course issued by an approved organization that consists of at least 13 hours of instruction;

Clause 3(m) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (n) "surface travel time" means the time required to transport an injured employee on a stretcher from the place where they are injured to an emergency care facility by land or water.

Clause 3(n) replaced: O.I.C. 2001-401, N.S. Reg. 104/2001.

## **General responsibilities**

### **4 (1) Every employer shall**

- (a) at the employer's expense, provide and maintain at each of the employer's worksites, the first aid supplies, services and first aid attendants required by these regulations;
- (b) pay the cost of a first aid course for an employee for the purpose of the employee acting as a first aid attendant, as required by these regulations; and
- (c) pay an employee who is taking a first aid course for the purpose of acting as a first aid attendant, as required by these regulations, the same wages and benefits that they would receive in the ordinary course of their employment.

Subsection 4(1) replaced: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (2) Despite subsection (1), 2 or more employers may enter into a written agreement to collectively provide and maintain at each of their worksites the first aid supplies, services and first aid attendants required under these regulations, in which case a copy of the agreement shall be kept and made available at each worksite covered by the agreement.

Subsection 4(2) replaced: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (3) It is the duty of each person at the worksite to
  - (a) use the first aid supplies and services provided at the worksite as needed and without undue delay; and
  - (b) report all injuries to the employer without undue delay.

### **First aid certificates**

- 5 (1) Where a full time employee is employed in any type of employment that regularly requires the employee to work where there is no one available who could administer first aid or summon assistance within a reasonable length of time, the employee shall hold a valid emergency first aid certificate.

Subsection 5(1) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (2) Where the worksite is an office and the office is not part of a larger worksite where activities other than office-related activities are carried out, the employer shall ensure that at least one employee on each shift holds a valid emergency first aid certificate.

Subsection 5(2) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (3) Where the worksite is not an office, the employer shall ensure,
  - (a) where there are more than one but fewer than 20 employees regularly employed on any one shift, that at least one employee on that shift holds a valid emergency first aid certificate;
  - (b) where there are 20 or more, but fewer than 100 employees regularly employed on any one shift, that at least one employee on that shift holds a valid standard first aid certificate; and
  - (c) where there are 100 or more employees regularly employed on any one shift, that at least one employee on that shift holds a valid advanced first aid certificate.

- (4) For the purposes of these regulations, an organization is approved to issue certificates and deliver courses in first aid if that organization has been approved to issue those certificates and deliver those courses under the *Canada Labour Code*.

Subsection 5(4) replaced: O.I.C. 2001-401, N.S. Reg. 104/2001.

### **Determining number of employees**

- 6 All persons employed on any one shift, including full-time, part-time and casual employees, shall be included in determining the total number of employees employed on that shift for the purposes of Section 5.

### **Vehicles, boats and aircrafts**

**7 (1)** Subject to subsection (2), the first aid supplies and services required on any vehicle, boat or aircraft that is regularly used to transport employees shall be determined on the basis of the maximum seating capacity of the vehicle, boat or aircraft.

**(2)** Where a vehicle, boat or aircraft is regularly used to transport only the driver of that vehicle, boat or aircraft, the employer of the driver shall ensure that the vehicle, boat or aircraft has at least a Number 1 First Aid Kit.

Section 7 replaced: O.I.C. 2001-401, N.S. Reg. 104/2001.

### **Creation and maintenance of records**

**8** Where a first aid attendant administers first aid to an injured person at a worksite, the employer of the injured person shall, with respect to that person, maintain a written record for 5 years after the date of injury including the following:

- (a) the name of the injured person;
- (b) the date and time of the injury;
- (c) the location and nature of the injuries on the person's body;
- (d) the time when first aid was administered;
- (e) the first aid treatment provided;
- (f) the name of the person who provided the first aid; and
- (g) the name of the person to whom the injury was reported.

Section 8 amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

### **Location and accessibility of supplies and attendant**

**9 (1)** First aid services and supplies shall be

- (a) accessible during all working hours; and
- (b) where not required to be in a first aid room, located at the worksite.

**(2)** To the extent reasonably practicable, the location of first aid supplies and the location or phone number of the first aid attendant shall be posted throughout the worksite on signs that can easily be seen by all persons at the worksite.

### **Condition of supplies**

**10** First aid supplies shall be

- (a) kept clean and dry;
- (b) checked regularly for expiry;
- (c) maintained so as to meet the requirements of these regulations; and
- (d) kept in a visible and accessible location.

### **Duties of first aid attendants**

**11** A first aid attendant shall

- (a) at all times maintain reasonable access to a first aid kit and,

where a first aid room is required by these regulations, to the first aid room;

Clause 11(a) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

(b) have general control and supervision of the first aid kit and, where required, the first aid room;

(c) be available at all times during their shift to treat an injured employee without undue delay;

Clause 11(c) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

(d) use barrier equipment where necessary, to guard against exposure to an infectious condition; and

(e) keep their first aid certificate at the worksite and available for display on request of an officer.

Clause 11(e) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

### **Transportation**

**12 (1)** Where an injured person must be transported to an emergency care facility, the employer and, in the case of a project, the constructor, is responsible for ensuring a safe and timely means of transport.

**(2)** Where an injured person is being transported to an emergency care facility and may require the assistance of another person, at least one person, in addition to the driver or operator of the vehicle, boat or aircraft shall accompany the injured person.

### **Powers of Director**

**13** Despite any other provision of these regulations, the Director may, in respect of a particular workplace or worksite,

(a) require provision of additional first aid supplies or services;

(b) approve variations from the requirements of these regulations;

(c) grant exemptions from the requirements of these regulations where compliance with the regulations is not practicable; or

(d) prescribe such first aid services, requirements and supplies as the Director in the Director's sole discretion deems necessary or advisable.

### **First Aid Kit # 1**

**14 (1)** Where there is only one employee regularly employed at a worksite, the employer shall provide a Number 1 First Aid Kit or a Number 2 or 3 First Aid Kit.

**(2)** A Number 1 First Aid Kit shall include

(a) 1 first aid guide;

(b) 1 first aid record book, or instructions on how first aid treatment

records are to be maintained;

Clause 14(2)(b) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (c) 1 pencil;
- (d) 6 safety pins;
- (e) 1 splinter tweezers;
- (f) 1 pair of 100 mm scissors;
- (g) 2 pairs of disposable latex gloves or gloves made of material that provides an equivalent level of protection against the spread of infections or contagious conditions;
- (h) at least the following individually wrapped dressings:
  - (i) 2 sterile bandage compresses (100 mm X 100 mm),
  - (ii) 12 sterile adhesive dressings (25 mm wide),
  - (iii) 12 sterile pads (75 mm X 75 mm),
  - (iv) 3 triangular bandages (1 m), and
  - (v) 1 Roller Bandage (50 mm wide)
- (i) one roll of adhesive tape (25 mm wide by 2.5 m long);
- (j) one marked plastic bag for the disposal of biohazardous waste;
- (k) one airway barrier device for rescue breathing; and
- (l) at least the following antiseptics:
  - (i) disinfectant in the form of
    - (A) a 100 ml bottle of an adequate antiseptic, or
    - (B) 12 individually wrapped towelettes with an adequate antiseptic, and
  - (ii) 6 hand cleaners.

### **First Aid Kit # 2**

**15 (1)** Where there are more than one and fewer than 20 employees regularly employed on any one shift at a worksite, the employer shall provide a Number 2 or a Number 3 First Aid Kit.

**(2)** A Number 2 First Aid Kit shall contain:

- (a) 1 first aid guide;
- (b) 1 first aid record book, or instructions on how first aid treatment records are to be maintained;

Clause 15(2)(b) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (c) 1 pencil;

- (d) 12 safety pins;
- (e) 1 splinter tweezers;
- (f) 1 pair of 100 mm scissors;
- (g) 2 pairs of disposable latex gloves or gloves made of material that provides an equivalent level of protection against the spread of infections or contagious conditions;
- (h) at least the following individually wrapped dressings:
  - (i) 2 sterile bandage compresses (100 mm X 100 mm),
  - (ii) 24 sterile adhesive dressings (25 mm wide),
  - (iii) 16 sterile pads (75 mm X 75 mm),
  - (iv) 6 triangular bandages (1 m), and
  - (v) 2 roller bandages (50 mm wide);
- (i) one roll of adhesive tape (25 mm wide by 2.5 m long);
- (j) at least the following antiseptics:
  - (i) disinfectant in the form of
    - (A) a 100 ml bottle of an adequate antiseptic, or
    - (B) 12 individually wrapped towellettes with an adequate antiseptic, and
  - (ii) 24 hand cleaners;
- (k) one marked plastic bag for disposal of biohazardous waste; and
- (l) one airway barrier device for rescue breathing.

**First Aid Kit # 3**

**16 (1)** Where there are more than 20 and fewer than 50 employees regularly employed on any one shift at a worksite, the employer shall provide a Number 3 First Aid Kit.

**(2)** A Number 3 First Aid Kit shall contain:

- (a) 1 first aid guide;
- (b) 1 first aid record book, or instructions on how first aid treatment records are to be maintained;

Clause 16(2)(b) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (c) 1 pencil;
- (d) 12 safety pins;
- (e) 1 splinter tweezers;

- (f) 1 pair of 100 mm scissors;
  - (g) 4 pairs of disposable latex gloves or gloves made of material that provides an equivalent level of protection against the spread of infections or contagious conditions;
  - (h) at least the following individually wrapped dressings:
    - (i) 6 sterile bandage compresses (100 mm x 100 mm),
    - (ii) 32 sterile adhesive dressings (25 mm wide),
    - (iii) 32 sterile pads (75 mm x 75 mm),
    - (iv) 6 triangular bandages (1 m),
    - (v) 3 roller bandages (50 mm wide);
  - (i) 2 rolls of adhesive tape (25 mm wide by 2.5 m long)
  - (j) at least the following antiseptics:
    - (i) disinfectant in the form of
      - (A) a 100 ml bottle of an adequate antiseptic, or
      - (B) 12 individually wrapped towellettes with an adequate antiseptic, and
    - (ii) 24 hand cleaners;
  - (k) one marked plastic bag for disposal of biohazardous waste; and
  - (l) one airway barrier device for rescue breathing.
- (3) Where there are more than 49 employees regularly employed on any one shift at a worksite, the employer shall provide at least one Number 3 First Aid Kit, with an increase in the supply of dressings, bandages, and antiseptics that is proportionate to the number of employees in excess of 49.

### **First aid rooms**

- 17 (1)** Where the worksite is not an office and there are 100 or more employees regularly employed on any one shift at the worksite, the employer shall provide at least one first aid room or other approved first aid facility.
- (2)** A first aid room shall
- (a) be of sufficient size to accommodate the supplies and services required by these regulations and have an entrance that can easily accommodate a stretcher;
  - (b) be kept clean, well lighted, heated, ventilated and in a sanitary condition;

- (c) contain a telephone or other means of communication between the first aid room and worksite areas served by the first aid room;
- (d) have emergency telephone numbers posted;
- (e) include the following furniture:
  - (i) 1 permanent sink with hot and cold running water,
  - (ii) 1 refuse pail with a cover,
  - (iii) 1 chair with arm rests that ensure that the chair is suitable to treat injured employees,
  - (iv) 1 bed, covered with a plastic sheet,
  - (v) pillows and blankets, and
  - (vi) 1 cabinet suitable for storing dressings and instruments;

- (f) contain the following material, equipment and supplies:

- (i) 1 first aid guide,
- (ii) 1 pair of 150 mm heavy-duty scissors,
- (iii) 1 splinter tweezers,
- (iv) 12 assorted safety pins,
- (v) 1 wash basin made of stainless steel or polypropylene,
- (vi) 1 nail brush,
- (vii) 1 package of paper towels,
- (viii) hand soap
- (ix) 1 package of disposable paper cups,
- (x) 1 cold sterilizer with a supply of non-rusting germicidal solution or a means of sterilization that provides an equivalent level of protection,
- (xi) 1 kidney basin made of stainless steel or polypropylene,
- (xii) 1 set of assorted x-ray permeable splints,
- (xiii) 1 portable Number 2 First Aid Kit and a flashlight for use outside the room at the scene of an accident,
- (xiv) 20 additional pairs of disposable latex gloves or gloves made of material that provides an equivalent level of protection against the spread of infections or contagious conditions,
- (xv) 1 first aid record book, or instructions on how first aid treatment records are to be maintained,

Subclause 17(2)(f)(xv) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (xvi) 1 pencil,
- (xvii) two rolls of adhesive tape (25 mm wide by 2.5 m long),
- (xviii) antiseptics, including
  - (i) a disinfectant in the form of
    - (A) a 100 ml bottle of an adequate antiseptic, and
    - (B) 12 individually wrapped towelettes with an adequate antiseptic, and
  - (ii) 36 hand cleaners,
- (xix) one marked plastic bag for disposal of biohazardous waste,
- (xx) one airway barrier device for rescue breathing, and
- (xxi) one magnifying lamp.

- (g) at least the following dressings, individually wrapped:

- (i) 6 sterile bandage compresses (100 mm X 100 mm),
- (ii) 48 sterile adhesive dressings (25 mm wide),
- (iii) 32 sterile pads (75 mm X 75 mm),
- (iv) 6 triangular bandages (1 m),
- (v) 3 roller bandages (50 mm wide),
- (vi) 1 roll of tubular finger bandages with applicator,
- (vii) 10 finger tip dressings,
- (viii) 10 knuckle pad dressings, and
- (ix) 4 sterile abdominal bandages (200 mm X 300 mm).

**Remote location plans**

**18 (1)** Where a worksite or worksites are in a remote location or locations, the employer, or where the worksite or worksites are part of a project, the constructor, shall maintain a written first aid remote location plan that

- (a) sets out a comprehensive plan for ensuring compliance with at least the minimum standards prescribed by these regulations at each remote location; and
- (b) without limiting clause (a), specifies
  - (i) the method of transportation of injured employees from remote locations,
  - (ii) the means of communication with and from remote locations,
  - (iii) the number of first aid attendants required at remote locations and their qualifications, and
  - (iv) the list of supplies to be included in each first aid facility.

**(2)** A first aid remote location plan shall

- (a) be complied with by all persons at the remote location; and
- (b) reflect the nature of the work being performed at each remote location.

**(3)** Where a committee or representative is required, it shall be consulted in the development of the first aid remote location plan.

Subsection 18(3) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

**(4)** Despite subsection (1), where an employer has employees at a remote location and no employee spends more than 10% of their time measured over a 4-week period at that remote location, the employer is not required to have a first aid remote location plan.

Subsection 18(4) replaced: O.I.C. 2001-401, N.S. Reg. 104/2001.

**(4A)** Where an employer has employees at a remote location and where any of the employees spend more than 10% but less than 25% of their time, measured over a 4-week period, at that remote location, the employer is not required to have a written first aid remote location plan where the safety of the remote location is adequately assured having regard to the following factors:

- (a) an injured person can be transported from the remote location to

- the closest emergency care facility within a reasonable time;
- (b) there is a means of transport at the remote location for an injured worker;
  - (c) a means of summoning assistance is available at the remote location;
  - (d) there are first aid facilities available at the remote location;
  - (e) there are an appropriate number of first aid attendants at the remote location; and
  - (f) the risks or hazards of the job and likelihood of injury on the job are such that safety can be adequately assured.

Subsection 18(4A) added: O.I.C. 2001-401, N.S. Reg. 104/2001.

- (5) Despite Section 5, where fewer than 20 employees are employed at a worksite in a remote location, at least one person at the worksite shall hold a standard first aid certificate or at least 30% of the employees at the worksite shall hold emergency first aid certificates.

Subsection 18(5) amended: O.I.C. 2001-401, N.S. Reg. 104/2001.

### **Hospitals**

- 19** Hospitals are not required to strictly comply with Sections 5, 11, 14, 15, 16 and 17 if first aid supplies and services equivalent to those required by these regulations are provided to employees through emergency care facilities in the hospital.

Section 20 repealed: O.I.C. 2001-401, N.S. Reg. 104/2001.