First Aid Records
OHS information for employers

First Aid Records
The purpose of regulating workplace first aid is to ensure that every work site in the province has the equipment, supplies, and trained staff to provide first aid care in the event of workplace injury or illness. OHS legislation contains the minimum requirements, and employers are free to exceed them based on a site-specific assessment of their workers’ first aid needs.

Workers Duty to Report an Injury or Illness
Under Alberta’s OHS Code, workers are required to report to their employer any work-related injury or sudden occurrence of illness experienced while at work. The employer should establish to whom the report is communicated (e.g., first aider, foreman, nurse, supervisor, safety person, or some other individual). Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance. Similar recurrent injuries reported by several workers may suggest the need to change some aspect of the work site or the tasks performed by workers.

Written Record of Injury or Illness
The employer is required to create and maintain an accurate written record of all work-related injuries or occurrences of illness that workers experience while at work.

Although the cause of the injury or illness may be unknown at the time it is being treated, every effort should be made to determine the cause within a reasonable period of time. The cause of work injuries should be added to the record and if an illness is the result of occupational causes, this information should also be added. Even if no first aid is administered, an injury or illness reported by a worker must be recorded.

Included with this Safety Bulletin is an example of a First Aid Record. It contains the minimum information required. Completed forms should be sent to an individual designated by the employer to keep all first aid records. Each injury or illness record must be retained for a minimum of 3 years from the date on which the injury or illness was reported. Completed records must not be kept in the first aid kit.

Did You Know?
- Prompt reporting ensures complete and accurate information;
- Reporting allows injury or illness to be assessed and treated as necessary;
- Information is also useful in injury surveillance and that similar, recurrent injuries reported by several workers may suggest the need to change some aspect of the work site or the tasks performed by workers.
Access to Records

In respecting worker privacy, the current requirements limit access to first aid records. A person designated by the employer to keep the first aid records must ensure the information is kept confidential and that no person other than the worker has access to their first aid records unless Alberta or Canada legislation grants disclosure of the information; the record is in a form that does not identify the worker; or the worker has given written permission.

WHO HAS ACCESS TO MY RECORDS?

A worker can allow his or her first aid record to be made available to other persons but permission must be in writing indicating the information that can be released, the name of the person to whom the information is to be released, the date and the worker’s signature.

The Occupational Health and Safety Act, section 8, allows OHS officers and the Director of Medical Services, Occupational Health and Safety Policy and Program Development, Alberta Labour access to the records.

Other legislation such as the Workers’ Compensation Act, the Health Information Act (HIA), the Personal Information Protection Act (PIPA) and Canada’s Personal Information Protection and Electronic Documents Act may also have provisions authorizing access, use and disclosure of personal information.

Upon request, an employer must provide the worker with a copy of their first aid record.

Records Binder Available

A first aid records binder is now available from the Queen’s Printer Bookstore. Designed to fit most standard first aid kits, the 5.5” x 9.5” binder comes with 28 first aid records. Additional replacement pages are available. Orders may be placed on-line. See contact information for the Queen’s Printer at the end of this publication.
FIRST AID RECORD

Date of injury or illness: ____________________________      Time: _________  AM
                      Day      Month      Year        PM

Date injury or illness REPORTED: ____________________________      Time: _________  AM
                                   Day      Month      Year        PM

Full name of injured or ill worker: __________________________________________

Description of the injury or illness: __________________________________________
                                                                                   __________________________________________
                                                                                   __________________________________________

Description of where the injury or illness occurred/began: __________________________
                                                                                   __________________________________________
                                                                                   __________________________________________

Cause of the injury or illness: __________________________________________
                                                                                   __________________________________________

First aid provided?  □ Yes  □ No

Name of first aider: __________________________________________

First aider qualifications:

Emergency First Aider  □  Emergency Medical Technologist--Paramedic  □  Nurse  □
Standard First Aider    □  Emergency Medical Technician     □
Advanced First Aider    □  Emergency Medical Responder    □

Describe first aid provided:

Copy provided to worker  □  Copy refused  □  Injured/ill worker initial ______

Keep this record confidential and retain for at least 3 years from date of injury/illness is reported
First Aid Records

Contact Us

OHS Contact Centre
Edmonton & Surrounding area
- 780-415-8690
Throughout Alberta
- 1-866-415-8690
Deaf or hearing impaired:
- 780-427-9999 (Edmonton)
- 1-800-232-7215 (Alberta)

Website
work.alberta.ca/ohs-contact-us

FOR MORE INFORMATION:

Workplace First Aiders and Legal Requirements (FA011)

Developing a First Aid Plan (FA012)

Oxygen Equipment and Related Training Requirements at Work Sites (FA013)

Medication in First Aid Kits (FA014)

Automated External Defibrillators in the Workplace (FA015)

Get Copies of OHS Act, Regulation and Code

Alberta Queen’s Printer
www.qp.gov.ab.ca

Occupational Health and Safety
work.alberta.ca/ohs-legislation

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If in doubt with respect to any information contained within this material, or for confirmation of legal requirements, please refer to the current edition of the Occupational Health and Safety Act, Regulation and Code or other applicable legislation. Further, if there is any inconsistency or conflict between any of the information contained in this material and the applicable legislative requirement, the legislative requirement shall prevail.

This material is current to February 2017. The law is constantly changing with new legislation, amendments to existing legislation, and decisions from the courts. It is important imperative that you and keep yourself informed of the current law in this area.

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