



# Ontario Workplace First Aid Bulletin

## Ontario Workplace First Aider—Assisting with Medication

A workplace first aider in Ontario may not administer medication as part of first aid. In Ontario, they may assist with medication only if all the following are true:

- The medication belongs to the worker (must be personally prescribed to them or an over-the-counter medication they normally carry).
- The worker is conscious and capable. The worker must be able to request the medication, identify the medication and self-administer it. The first aider may retrieve the medication, read the label to the worker, open the packaging if requested and hand the medication to the worker.
- The worker must decide to take it and take it by themselves.

## Content of the Ontario Workplace First Aid Kit

The Ontario Workplace Safety and Insurance Act, 1997 [Regulation 1101](#) (available in English only) outlines the required content for first aid kits:

Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum:

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) dressings consisting of,
  - (i) 12 adhesive dressings individually wrapped,
  - (ii) 4 sterile gauze pads, 3 inches square,
  - (iii) 2 rolls of gauze bandage, 2 inches wide,
  - (iv) 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses,
  - (v) 1 triangular bandage.

Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum:

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) dressings consisting of,
  - (i) 24 adhesive dressings individually wrapped,
  - (ii) 12 sterile gauze pads, 3 inches square,
  - (iii) 4 rolls of 2-inch gauze bandage,
  - (iv) 4 rolls of 4-inch gauze bandage,
  - (v) 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
  - (vi) 6 triangular bandages,
  - (vii) 2 rolls of splint padding, and
  - (viii) 1 roll-up splint

Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid station with a first aid box containing as a minimum:

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 24 safety pins;
- (c) 1 basin, preferably stainless steel; and
- (d) dressings consisting of,
  - (i) 48 adhesive dressings, individually wrapped,
  - (ii) 2 rolls of adhesive tape, 1 inch wide,
  - (iii) 12 rolls of 1-inch gauze bandage,
  - (iv) 48 sterile gauze pads, 3 inches square,
  - (v) 8 rolls of 2-inch gauze bandage,
  - (vi) 8 rolls of 4-inch gauze bandage,
  - (vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
  - (viii) 12 triangular bandages,
  - (ix) splints of assorted sizes, and
  - (x) 2 rolls of splint padding

## Role of the Workplace First Aider in an OHSMS

In Ontario, a first aider plays a defined, practical role within an organization's Occupational Health and Safety Management System (OHSMS). This system is a coordinated set of policies, programs, and practices that an employer puts in place to identify workplace hazards and control risks. It also helps employers comply with legal requirements and continuously improve the health and safety of workers. A workplace first aider's role in the OHSMS may be to:

- Prevent harm and respond to first aid emergencies.
- Provide prompt first aid to workers who are injured or become ill at work, in line with their level of training (Basic/Intermediate).
- Maintain first aid stations and supplies.
- Report and document incidents via Safety Data Sheets.
- Input incident data into the employer's occupational health and safety (OHS) system to track injuries, to report to WSIB when required, and to identify trends and recurring hazards.
- Identify early warnings and hazards as they observe when incidents occur. They can relay this information to internal Joint Health and Safety Committees, which can contribute to preventing future incidents.
- Contribute to workplace emergency preparedness plans as they may be able to assist and coordinate with emergency responses and help with scene management.
- Contribute to increasing worker confidence and safety culture by being visible as a first aider.

## OHS Principles in Ontario

Workplace health and safety is about identifying and preventing hazards that could lead to injury, mental and physical illness and fatalities at work. Strong workplace health and safety practices help to manage risk for employers and workers. The benefits include higher productivity, healthier workplaces, better recruitment and retention, and fewer fines and work interruptions.

## Additional links

[Internal Responsibility System \(IRS\)](#)

[Ministry of Labour, Immigration, Training and Skills Development](#)

[WSIB](#)

[Occupational Health and Safety Act](#)