FARM OWNER RESPONSIBILITY:

As the farm owner, it is their responsibility to ensure that they provide and maintain the number of first aiders, first aid supplies, and services that are required by the [Occupational Health and Safety-First Aid Regulations](https://novascotia.ca/just/regulations/regs/ohsfirst.htm). - at their own expense, for each work location. Expenses may include cost of the first aid course, paying the employee for their time in training, first aid kits, and other first aid supplies.

INSTRUCTION

Work through the sections below to determine the number of trained first aiders, level of first aid training, transportation, remote location plan, and first aid equipment required for each farm work location.

DETERMINE NUMBER OF WORKERS:

Workers include full-time, part-time, casual, seasonal, and temporary workers.

Write in the table below all of the work locations associated with the farm and how many workers work at each of the locations. Each worker who drives or operates equipment is categorized as a work location.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work Location | # of Workers/Location | # of First Aiders Needed | Level of Training Required | Level of First Aid Kit or Room Needed |
| Office |  |  |  |  |
| Field 1 |  |  |  |  |
| Field 2 |  |  |  |  |
| Barn |  |  |  |  |
| Shed |  |  |  |  |
| Driver 1 |  |  |  |  |
| Driver 2 |  |  |  |  |
| Operator 1 |  |  |  |  |
| Operator 2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

DETERMINE NUMBER OF TRAINED FIRST AIDERS, LEVEL OF FIRST AID, & THE LEVEL OF FIRST AID KIT:

Use the chart below to determine how many first aiders, level of first aid, and first aid kits/rooms are needed per each work location. Add the information from the chart below to the chart above. The above summary will help to ensure the correct requirements are available at each work location.

|  |  |  |  |
| --- | --- | --- | --- |
| # of Workers per work location | # of First Aiders Needed per work location | Level of Training | First Aid Kit Level/Room Needed per Location |
| 1 | 1 | Emergency First Aid | Level 1, 2 or 3 |
| Driver/Operator | 1 | Emergency First Aid | Level 1, 2 or 3 |
| 1 – 19 (Reg Work) | 1 | Emergency First Aid | Level 2 or 3 |
| 1-19 (Remote Work) | 1 | Standard First Aid; or | Level 2 or 3  Level 2 or 3 |
| 30% of workers | Emergency First aid |
| 20 - 49 | 1 | Standard First Aid | Level 3 |
| 50- 99 | 1 | Standard First Aid | Level 3 + more dressings, bandages, & antiseptics proportional to the # of workers over 49 workers. |
| 100 + | 1 | Advanced First Aid | First Aid Room or Facility |

INSTRUCTION:

For the sections below, place a checkmark in the appropriate box. Statements with “No” checked will require action, if they are applicable to the operation for a specific work location.

FIRST AIDER RESPONSIBILITY:

Trained first aiders meet the following criteria:

Yes  No Readily available to provide first aid without delay and within the level of training provided.

Yes  No Location of first aid supplies and the location or phone number of the first aider is posted at each work location or readily available to the workers at each work location.

Yes  No First Aid Certificate on hand.

CONDITION OF FIRST AID SUPPLIES IN THE FIRST AID KIT:

\*Refer to the [Occupational Health and Safety-First Aid Regulations](https://novascotia.ca/just/regulations/regs/ohsfirst.htm) to learn the contents required in each level of first aid kit.

Yes  No Clean and dry.

Yes  No Contents not expired.

Yes  No Correct contents for level of kit. No contents missing.

Yes  No Visible and readily available at the work location or in vehicle.

DETERMINING TRANSPORTATION NEEDS:

How easily can an injured worker be safely transported to the closest medical facility?

Closest medical facility or hospital? \_\_\_\_\_\_\_\_\_km

Yes  No Vehicle on site to transport non-emergent injured worker?

Yes  No Reachable by EMS?

Yes  No Require Air Transport?

Yes  No A person other than the driver available to assist with injured person?

FIRST AID RECORDS:

When a first aider provides first aid, a written first aid record of the event must be kept for a least 5 years from the date of injury. Use and adapt the farm safety [first aid record template](https://farmsafetyns.ca/farm-safety-plan/guide-to-farm-safety-plan/workbook-section5/) to ensure all of the required information by the first aid regulation is noted.

Yes  No Blank First Aid Records available in or near the first aid kit.

Yes  No Completed first aid records kept confidential.

First Aid Record includes the following information:

Yes  No the name of the injured person.

Yes  No the date and time of the injury.

Yes  No the location and nature of the injuries on the person's body.

Yes  No the time when first aid was administered.

Yes  No the first aid treatment provided.

Yes  No the name of the person who provided the first aid.

Yes  No the name of the person to whom the injury was reported.

REMOTE FIRST AID PLAN:

You require a remote first aid plan if your work location is 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 work location.

Exceptions:

These exceptions may apply if:

Yes  No no employee spends more than 10% of their time measured over a 4-week period at that remote location.

Yes  No any employee spends 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 as long as the following are in place at the remote location:

Yes  No ability to transport injured worker from the remote location to the closest emergency care facility within a reasonable time;

Yes  No a means of transport at the remote location for an injured worker.

Yes  No a means of summoning assistance is available.

Yes  No there are first aid facilities available.

Yes  No there are an appropriate number of trained first aiders.

Yes  No low risks or low hazard tasks are performed.

IF YOU REQUIRE A REMOTE FIRST AID PLAN:

Yes  No Is the First Aid Remote Location Plan written?

Does your written First Aid Remote Location Plan include the following:

Yes  No Method of transportation of injured workers from remote locations.

Yes  No Means of communication available.

Yes  No Required number of first aiders.

Yes  No Correct level of first aid kit or room.

Yes  No Developed in consultation with the health and safety representative or committee, if applicable.

Evaluation Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Farm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position on Farm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Refer to the [Occupational Health and Safety-First Aid Regulations](https://novascotia.ca/just/regulations/regs/ohsfirst.htm)