

First Aid Training Guideline

For Manitoba Workplaces

July 2015

**Labour Programs -
Workplace Safety and
Health**



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Introduction

This guide summarizes the requirements for agencies delivering first aid training courses in accordance with *The Workplace Safety and Health Act* and Workplace Safety and Health Regulation (M.R. 217/2006). It outlines the minimum requirements that agencies must have in place to assure consistent delivery of high quality first aid courses for designated workplace first aiders in Manitoba. In addition to quality assurance requirements, first aid training program standards are listed and specific course content is outlined for three levels of first aid training.

Minimum Requirements

First Aid Training minimum requirements are named in the following areas:

- A. First Aid Training Program Standards
- B. Applying for Recognition:
 - Standards Spreadsheet
 - Instructor Training Spreadsheet
 - Participant Course Spreadsheet
 - First Aider 1/ Emergency First Aid
 - First Aider 2/ Standard First Aid
 - First Aider 3/ Advanced First Aid

A. First Aid Training Program Standards

The first aid training standards include course content with learning objectives, as well as the following additional aspects of training.

- (1) Training goals and learning objectives for each aspect of a course's content are a necessary part of teaching and learning. To ensure that all course content is covered and meets the standards set out for a particular level, all student manuals, instructor manuals, and additional resources, must correspond with the evaluation standards for each course an agency offers. It is expected that instructor manuals provide guidance for instructors and indicate all mandatory course content along with required training times and suggested teaching schedules.
- (2) Since first aid is skills-based, performance criteria are required for each learning objective within each course. Competency checklists and criteria must be used.

- (3) First aid practice has a medical and/or research basis. To ensure that first aid training meets required standards, agencies should have a medical advisor who is currently active in emergency or pre-hospital medicine. The Medical Advisor shall review all course materials from a medical perspective on a regular basis. The name and relevant experience of the medical advisor, the frequency of the reviews and the date of the last review must be available.
- (4) In addition to a medical review, the content of each course that an agency offers shall be evaluated on a regular basis by agency representatives. The evaluation must include a description of the process and methods used to evaluate course content and learning objectives.
- (5) There are two aspects of certification portability that affects workplace first aiders and must be discussed in an agency's Quality Management Plan.
 - (a) Many designated workplace first aiders work in industries that cross provincial boundaries. Although not required, portability of certification to different provinces is desirable.
 - (b) Recognition of courses approved within the federal occupational health and safety regulations is another program aspect that is desirable but not required.

Agency submissions should include a statement that addresses both aspects of certification portability.

Applying for Recognition

These Spreadsheets are designed to support preparation of a course for submission. Agencies must submit completed spreadsheets for each course.

(1) Standards Spreadsheet/Checklist

This outlines the information to submit so that an assessment of the agency's quality assurance and relevant program standards can be made.

(2) Instructor Spreadsheet/Checklist

The instructor checklist includes all requirements of the *Instructor Qualifications and Evaluations* section.

(3) Participant Course Spreadsheet/Checklist

If more than one course is included in the submission, **a checklist must be completed for each course.**

The aim of reviewing submissions is to help applicants meet all the standards required for first aid course delivery. If standards are not met, it is an agency's decision as to whether to continue with the approval process. Once standards are met, the agency will be placed on the List of Approved Courses. Submissions are made to the Chief Occupational Medical Officer, Workplace Health and Safety, Manitoba Department of Labour.

First Aid Training Agencies are required to notify the Medical Director of any changes to protocols and/or program materials. All revised materials submitted must be accompanied by the rationale for the changes.

Forms for Agency Submissions

The following checklists must be included with any submission.

General Information Checklist

Agency Name: _____

Item	Information to Submit	Please indicate reference document and page number	For Office Use Only — Comments —
1. Course information	For each course, send all course-related information as outlined in the Course Information Checklist that follows.		
2. Student Evaluation processes	Include both knowledge and skills assessment tools and processes that are used to ensure first aiders who are certified meet all required training standards and competencies.		
3. First Aider certification tracking	Include an explanation of the process for issuing and tracking both Student and Instructor certifications. Include an explanation of the process used to verify Student and Instructor certification if their wallet card or certificate is lost.		
4. Instructor information	Complete the Instructor Spreadsheet to demonstrate how the instructor training program meets or exceeds the standards. All instructors who deliver the agency's courses must meet the standards whether hired directly by the agency or contracted as a third-party deliverer.		
5. Record keeping standards	Application should include an explanation of the record keeping standards used. Policies and procedures can be outlined; sample documents can be included.		
6. Complaint and dispute resolution	Describe the process used for resolving any complaints about the course, material, instructor or any other matter pertaining to first aid training.		
7. QA for third-party providers	Explain how quality assurance is maintained if the course(s) are taught by third-party providers.		
8. Making changes	Explain the process for incorporating changes to both protocols and program materials. Describe how often content is reviewed and revised and the basis for the changes. In addition, identify who reviews and revises course content.		

General Information Checklist (con't)

9. Organizational chart	Include an organizational chart that identifies the position of those involved in developing and delivering of the first aid policies, procedures and content relating to training. Also include the structure for coordinating administrative and record keeping matters. Please show the relationship of the medical director who reviews the course content on the organizational chart. If third parties are contracted to deliver first aid training, include a copy of the tools, agreements, and processes used to ensure the delivery of programs according to the training agency standards.		
10. Medical Advisor	Every agency should have a medical advisor who reviews and approves course content on a regular basis. This advisor must be currently active in the Emergency or Pre-hospital field. The submission should include the name and relevant experience of the medical advisor, the regularity of the reviews and the date of the last review.		
11. Portability	Include a statement as to whether your courses are accepted in other provinces as well as federally. Indicate whether you recognize other agencies' courses, and please list the agencies and the levels. For submissions from companies who do in-house first aid training only, simply state that the training is done only for the company, and only in Manitoba. Include a copy of approval letters with your submission.		

First Aid Instructor Checklist

Agency Name: _____

Note: All of these requirements are prerequisite to First Aider 3 Instructor Training.

Information to Submit	Reference to Course Materials	For Office Use Only -Comments-
(A) Provide evidence that instructor(s) complete an Instructor Certification training program of 30 hours minimum duration that includes the following subject areas:		
(i) principles of instruction;		
(ii) principles of adult learning;		
(iii) lesson planning;		
(iv) demonstration and lecture techniques;		
(v) use of training aids;		
(vi) methods of student evaluation; and		
(vii) pertinent legislation dealing with worksite first aid.		
(B) Instructors certified to deliver First Aider 1 must have proof of current qualification as a First Aider 2 or 3.		
(C) Instructors certified to deliver First Aider 2 must have proof of current qualification as a First Aider 2 or 3.		
(D) Instructors certified to deliver		

First Aid Instructor Checklist (con't)

First Aider 3 must have proof of current qualification as a First Aider 3.		
(E) Provide evidence that:		
(i) instructors be part of an evaluation process;		
(ii) instructors have a thorough knowledge of and be certified in, the First Aid Training Standards at the level they are required to teach;		
(iii) instructors' certification has a maximum expiry of 3 years.		
(F) Upon recertification, instructors must:		
(i) demonstrate instructional ability;		
(ii) participate in continuing education;		
(iii) demonstrate first aid and CPR/AED skills at the appropriate level of certification;		
(iv) have actively taught in the certification period; and		
(v) be current in course content.		
(G) The agency must ensure that each instructor delivering training is evaluated on a regular basis to make sure that there is:		
(i) appropriate use of instructor materials;		
(j)		
(ii) an effective presentation style;		
(iii) coverage of the complete course curriculum; and		
(iv) evidence of first aid and CPR/AED practices that are current.		

First Aid Instructor Checklist (con't 2)

<p>(H) First Aider 3 Instructor: In addition to the First Aid Instructor requirements, FA 3 Instructors must complete Instructor Certification training at the First Aider 3 level. This must include all of the above components related to the FA 3 skills and knowledge. Minimum additional training time is 20 hours. The agency must maintain a written record of each instructor's evaluation results that is dated and signed by the evaluator, and that identifies the course delivered. Each Instructor's certification details must be available to the Medical Director on request.</p>		
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First Aider Course Content Checklists

Part 5 of the Workplace Safety and Health Regulations states that a certificate issued by a first aid training provider is valid only if it specifies:

- (a) The first aid training provider that issued the certificate
- (b) The title of the course
- (c) The level of qualification (FA1, FA2 or FA3) for which the certificate is issued; and
- (d) The date it was issued and its expiry, which must not be more than three years after the date it was issued.

First Aider 1

Duration: Minimum 8 training hours

Certification Term: Maximum 3 years

A person has the qualifications of a first aider 1 if he or she holds a certificate issued by a first aid training provider showing that he or she has successfully completed at least eight hours in first aid training that addresses the following topics:

Course content	Reference to course materials	For Office Use Only
(a) the role function and responsibilities of the first aider		
(b) emergency scene management		
(c) patient assessment: primary and secondary survey		
(d) basic anatomy and physiology, including body systems such as respiratory, circulatory, musculoskeletal, neurological and integumentary		
(e) obstructed airway and other breathing emergencies		
(f) cardiovascular emergencies, such as heart attack and stroke		
(g) control of bleeding; both internal and external		
(h) signs and symptoms of shock		
(i) cardiopulmonary resuscitation: adult - one person rescue		
(j) trauma and other acute medical situations, bone and joint injury, head and spine injury, skin disruption (lacerations and burns) and poisoning		
(k) general precautions to prevent blood and body fluid exposure		
(l) infection control		

First Aider 2

Duration: Minimum 16 training hours

Certification Term: Maximum 3 years

A person has the qualifications of a first aider 2 if he or she holds one or more certificates issued by one or more first aid training providers showing that he or she has successfully completed at least 16 hours in the following first aid and cardiopulmonary resuscitation training courses:

Course content	Reference to course materials	For Office Use Only
(a) The first aid training that addresses the topics required for First Aider 1 plus the following additional topics		
(i) interaction with higher-level trained personnel and medical care agencies,		
(ii) ambulance system,		
(iii) obstructed airway and other breathing emergencies,		
(iv) assessment and monitoring of vital signs,		
(v) respiratory emergencies - respiratory system review, management of airways, airway obstruction and chest injuries,		
(vi) circulatory system review - heart attack and stroke,		
(vii) bleeding - wounds and control of bleeding and bandaging,		
(viii) abdominal injuries - system review by quadrant,		
(ix) stabilization - head, spine and pelvis injuries,		
(x) upper and lower extremity injuries,		
(xi) medical emergencies - epilepsy, diabetes and drug overdose,		
(xii) assessment and treatment of burns,		
(xiii) eye injury,		

First Aider 2 (continued)		
(xiv) environmental illness and injury - heat, cold and poisonings,		
(xv) movement of a casualty - carries;		
(b) Cardiopulmonary resuscitation training that addresses the following topics:		
(i) risk factors,		
(ii) signals and actions of heart attack and stroke,		
(iii) airway obstruction - prevention, causes and recognition,		
(iv) entrance into the emergency medical services system,		
(v) one rescuer cardiopulmonary resuscitation (adult),		
(vi) treatment of an adult with an obstructed airway,		
(vii) turning of the casualty into the recovery position		

First Aider 3

Duration: Minimum 70 training hours

Certification Term: Maximum 3 years

A person has the qualifications of a first aider 3 certificate if he or she holds one or more certificates issued by one or more first aid training providers showing that he or she has successfully completed at least 70 hours in the following first aid and cardiopulmonary resuscitation training courses:

Course content	Reference to course materials	For Office Use Only
(a) First aid training that covers the topics listed in clauses 2(a) to (l) and sub clauses 3(a)(i) to (xv), appropriate to the First Aider 3 qualification, plus the following additional topics:		
(i) the role, function, responsibilities of the first aider - knowledge of emergency medical system, the place of the first aider in the system, other skill levels in the system,		
(ii) different phases of emergency medical care - removal from immediate dangers,		
(iii) scene management - triage,		
(iv) training in the use of first aid equipment, e.g.: oxygen, bag-valve mask and mouth-to-mouth		
(v) anatomy and physiology appropriate to the first aider 3 qualification,		
(vi) airway management and the use of first aid equipment (e.g.: bag valve, mask resuscitator, oxygen equipment),		
(vii) assessment and treatment of common medical emergencies - heart attack, cardiac arrest, stroke and diabetes,		

First Aider 3 (con't)

(viii) trauma to head, spine, chest, abdomen and pelvis - multiple injury management,		
(ix) soft tissue injuries,		
(x) safe carries and transport,		
(xi) insect bites,		
(xii) burns - assessment and treatment,		
(xiii) obstetrics: emergency delivery and postpartum hemorrhage,		
(xiv) recognition of the acute signs and symptoms of drug overdose and treatment of the injured worker,		
(xv) assessment and treatment of the acute abdomen (e.g.: distended or tender),		
(xvi) recordkeeping: preservation of information necessary for subsequent action,		
(xvii) understanding and familiarity with relevant provisions of the Act and its regulations;		
(b) Cardiopulmonary resuscitation training that covers the topics listed in sub clauses 3(b)(i) to (vii), appropriate to the First Aider 3 qualification, plus the following additional topics:		
(i) two rescuer cardiopulmonary resuscitation,		
(ii) mouth-to-mask resuscitation		
(iii) spinal injuries		

Position Statement on Automated External Defibrillators and Oxygen Equipment in the workplace:

If automated external defibrillators and oxygen equipment are available in the workplace, it is the responsibility of the employer to ensure that:

- The staff who receives first aid training must also be trained in the proper use of this equipment.
- A plan is implemented for placement and regular maintenance of this equipment.
- Regular exercises to test the plan and practice use of the equipment are scheduled at least once annually for every shift. These must be documented and where corrections and/or retraining are required, this must be completed and then the exercise must be repeated.
- A plan is implemented for follow-up of each event where the equipment has been used, including review of the event, debriefing staff and others involved in the event, and restoring equipment to be ready for next use. This plan should be revised and reviewed as necessary.

Contact information:

To apply for recognition as an approved first aid training provider, send completed submissions to:

Chief Occupational Medical Officer
 c/o Workplace Safety and Health
 200-401 York Avenue
 Winnipeg, Manitoba, Canada R3C 0P8
 Or by Email: denise.koh2@gov.mb.ca

For questions or concerns related to the content of this document, please contact:

Workplace Safety and Health Branch
 Winnipeg: (204) 957-SAFE(7233)
 Toll Free in Manitoba:..... 1 (855) 957-SAFE(7233)
 Select 'Option 1'

Website:

www.gov.mb.ca/labour/safety

Resources:

Workplace Safety and Health Regulation Part 5: First Aid
 WSH Approved Training Providers

For prevention resources and other safety and health information, visit **www.safemanitoba.com**.