Step 1:
Identify the workplace.

- Is the workplace at one location only?
  - Yes
  - No
    
    See Guidelines p. 4 to identify the number of workplaces. Complete Steps 2-6 for each workplace.

- Is my industry listed in the Assigned Hazard Rating List?
  - Yes
  - No
    
    See Guideline p. 5 for alternative ways to determine your hazard rating. Go to Step 3 when you have determined your hazard rating as L, M, or H.

- Are the job functions, work processes, and tools used in my workplace typical of the industry?
  - Yes
  - No
    
    See Guidelines p. 6 for information on hazard levels of typical job functions. Choose a higher hazard rating, or calculate the appropriate rating for your workplace in Step 2(d). Go to Step 3 when you have determined your hazard rating as L, M or H.

- Consider the types of injuries likely to occur, by looking at past incidents, near-misses, and injuries. Are these typical for this hazard rating?
  - Yes
  - No
    
    Use this information to upgrade the levels of service in Step 5.
Step 2:
(continued)

Determine the number of workers on a shift.

(a) Are all the workers at one location during the shift?

Yes

No

(b) How many workers per shift are there?

Use the table identified in Step 3. Under Column 1, find the row that includes the number of workers per shift. (Different shifts may have different requirements.)

L rating.
Use Table 1.

M rating.
Use Table 2.

H rating.
Use Table 3.

L rating.
Use Table 4.

M rating.
Use Table 5.

H rating.
Use Table 6.

Step 3:
Consider surface travel time to hospital.

Does it take more than 20 minutes to travel to hospital (by road or water) during working hours?

Yes

No

See Guideline p. 9 for factors to consider.

Step 4:
Determine the number of workers on a shift.

L rating.
Use Table 1.

M rating.
Use Table 3.

H rating.
Use Table 5.

L rating.
Use Table 2.

M rating.
Use Table 4.

H rating.
Use Table 6.

(d) Do I want to calculate a different rating, more specific to my workplace?

No

Yes

See Guideline p. 7 for a method of calculation. Go to Step 3 when you have determined the hazard rating as L, M, or H.

Yes

No

See Guidelines p. 10 for counting dispatched workers and workers in lodgings.
Step 5: Find the recommended first aid services for your workplace.

(a) Look at Column 2 of your table from Step 3. What supplies, equipment, and facilities are needed?

(b) Is your workplace greater than 2 hours surface travel time (by road or water) to medical treatment?

Yes

Upgrade supplies, equipment, or facilities as needed.

No

(c) Look at Column 3 of your table. What level of first aid attendant is needed?

(d) Is this adequate for the type of injuries expected and distance to medical treatment?

No

See Column 5 of your table for any suggested upgrading.

Yes

(e) Look at Column 4 of your table. What transportation is needed?

(f) Are there any barriers to reaching medical treatment?

No

Yes

See Column 5 of your table for any suggested upgrading.

See Guidelines p. 12-13 for information on ambulance response time and remote locations.

Step 6: Review your assessment.

Review Steps 1-6 within 12 months or when there is a significant change in the employer’s operations.