

# First Aid Policy

## Section 1 - Purpose and Context

(1) The successful management of occupational health and safety requires the anticipation that, in spite of the best efforts to prevent accidents, some injuries may occur.

(2) Legislation demands that a minimum standard of first aid services be provided.

## Section 2 - Definitions

(3) Nil.

## Section 3 - Policy Statement

(4) The University's policy on first aid is to specify minimum requirements for the provision of first aid services, including first aid personnel and their training, first aid equipment and first aid facilities for the University community. The policy is also to satisfy the requirements of the [Work Health and Safety Regulation 2017](#), including the requirements to record all injuries and to encourage preventive activities within the workplace.

### Part A - Responsibility

(5) Senior Managers are responsible for:

- a. Ensuring that first aid personnel and equipment are provided in accordance with the Regulation,
- b. Ensuring the release of staff to attend first aid training courses.

(6) Line Managers are responsible for:

- a. Ensuring adequate personnel and facilities are available.
- b. Monitoring the effectiveness of first aid services.

(7) Nominated First Aid Officers are responsible for:

- a. Providing first aid, as required.
- b. Arranging prompt and appropriate referral to the University's Security Personnel, External Emergency Services (e.g. Ambulance) or medical professionals in cases where the needs assessment exceeds the First Aid Officer's training.
- c. Liaising as appropriate with external emergency service (i.e. ambulance) and providing information regarding the current situation, assessed needs and first aid administered.
- d. Ensuring that first aid kits/rooms in their area of control are fully serviceable and stocked. The Work Health, Safety and Wellbeing (WHS&W) arranges for servicing of all FA Kits/Rooms on an annual basis in accordance with regulations. FA Officers are to advise the WHS&W should the need arise for additional service to kits.

- e. Conducting monthly checks of stock levels and ensuring that no unauthorised stock (i.e. no medication, including headache preparations, creams, lotions or other products whose sterility cannot be maintained - antiseptic creams) is stored in the kits/room.
- f. Ensuring the supply of accident/injury notification forms.
- g. Recording and completing the first aid incident on the University's accident/injury notification form and forwarding the completed document to the WHS&W.

(8) Persons in Charge of Field Trips are responsible for:

- a. Conducting a risk assessment to ensure appropriate first aid equipment is provided.
- b. Ensuring the selection of equipment is durable to sustain field trip exercises and suitable to the tasks undertaken.
- c. Determining the need for and level of training of first aid personnel.
- d. Ensuring all first aid incidents are recorded in the University's accident/injury notification form.

(9) The Occupational Health and Safety Coordinator is responsible for:

- a. Assessing first aid requirements in relation to personnel and equipment.
- b. Maintaining a Central Register of first aid personnel.
- c. Reviewing all reported first aid incidents.
- d. Coordinating first aid training programs.
- e. Providing information to first aid attendants and other relevant personnel on legislative changes relating to first aid.

(10) All Employees and Students are responsible for:

- a. Reporting all work place injuries and illnesses to their direct supervisor within 48 hours.

## Section 4 - Procedures

(11) Comprehensive services shall be established and maintained to effectively deal with potential injury or illness. These services must include.

### Part B - Personnel

#### Nominated First Aid Officers

(12) There are three categories of first aiders:

- a. Category One
  - i. Persons nominated to be in charge of a first aid room must have minimal qualification of OFA (Occupational First Aid Training) and assume responsibility for the supervision of campus based first aid rooms. A dedicated number of Security personnel are trained as OFA's to ensure compliance with first aid regulations for control of first aid rooms on campus.
- b. Category Two
  - i. Category two is for the University's Security personnel, who assume the role of first line emergency response personnel. Senior first aid qualifications are a pre-requisite for the position of Security Officer within the University.
- c. Category Three

- i. A number of other staff (academic and general) are nominated as First Aid Officers, to provide a basic cover of first aid services. The Work Health, Safety and Wellbeing (WHS&W) coordinates the requirements of personnel ensuring as best as possible representation for first aid services taking into account facilities, operational functions, hours of operation, location and numbers of staff, students and visitors.

(13) Details of the nominated first aid officers in all areas shall be provided adjacent to all first aid kits as well as sign posting on the door of the first aid room. In respect of each person appointed the place where he/she can normally be found or contacted. Nominated first aid officer lists are available from the WHS&W.

### **Accessibility to First Aid Services**

(14) First aid services are available on a 24 hour basis. During normal working hours you may either contact the nominated first aid office in your area or contact the University's Security Personnel. After hours the duty Security Officer is to be contacted on Ext. 2300 and/or dial 000 for external emergency (e.g. ambulance) - dial 0 first to get an external line.

## **Part C - Equipment**

### **First Aid Kits**

(15) The allocation and distribution of first aid kits is the responsibility of the WHS&W.

(16) Guidance on the number of first aid kits required is given in the first aid legislation.

(17) Depending on the number of persons working in a building (including student load) will depend on the quantity and type of kit provided (see [Table 1](#)).

(18) All first aid kits are to meet the requirements under the legislation for construction and content.

(19) All first aid kits will be suitably marked with the words First Aid and with a white cross on a green background.

(20) The contents of the kit may vary slightly, depending on the operational functions of the facility.

(21) The Regulations maintain that first aid kits not contain medicines such as headache preparations (Panadol, etc.).

(22) Kits should not contain creams, lotions or other preparations, the sterility of which cannot be maintained (i.e. antiseptic creams).

### **First Aid Rooms**

(23) A first aid room (see [Table 2](#)) must be provided where more than 200 staff are expected to work on a site.

(24) The requirements for first aid rooms are given in the legislation and provide strict guidelines on minimum fit-out size and accessibility requirements. The WHS&W is responsible for coordinating requirements for first aid rooms and fit-out.

### **Field Trips**

(25) It is the responsibility of the person(s) in charge of a field trip to foresee possible first aid needs and ensure appropriate first aid equipment is provided. The first aid kit must be reasonably portable and easily carried. It must be durable to sustain field trip exercises and suitable to the tasks undertaken. It is also advisable for a trained first aid person to be considered to accompany all major field trip exercises.

## **Emergency Eye Wash Facilities**

(26) Emergency eye wash facilities are required in work areas where eye injuries may occur associated with particular hazards or potentially hazardous work processes, such as:

- a. chemical liquids or powders are handled in open containers,
- b. spraying, hosing or abrasive blasting operations are carried out,
- c. welding, cutting or machine operations are conducted,
- d. the wearing of eye protection is required,
- e. there is any possibility of flying particle(s).

## **Emergency Showers and Burn Dressings**

(27) Emergency showers and first aid items for burns are required in areas where there is any possibility of a person sustaining a serious burn. This includes areas where:

- a. heat is used in the process,
- b. flammable liquids are used,
- c. chemical acids or alkalines are used,
- d. other corrosive substances are used.

(28) Signs with concise written and/or illustrated first aid instructions should be posted immediately adjacent to the hazard and first aid equipment. Additional guidance notes on first aid treatment of eye injuries and burns should be placed in the appropriate first aid kits.

## **Defibrillators**

(29) Defibrillators are available for all users of University buildings, including staff, students, contractors and visitors. They are self directional and self contained. Defibrillators are stored in alarmed box throughout the campuses (see [Table 3](#)). If required the local first aider and security must be contacted. An ambulance must also be requested immediately.

(30) Any time that a defibrillator has been used they are to be returned to the WHS&W for servicing.

(31) Any time that a defibrillator is found to emitting an alarm, whilst not in active use is to be returned to the WHS&W for servicing.

## **Recording and Reporting of Injuries**

(32) All First Aid Officers (Security and Nominated Staff) shall record all first aid incidents on the University's accident/injury notification form.

(33) Copies of the notifications are available near all first aid kits, first aid rooms, security officers and administrative areas.

(34) Notification forms can also be obtained from the Work Health, Safety and Wellbeing (WHS&W) and from the University's website.

(35) The original copy of the first aid injury notification is to be fully completed and forwarded to the Work Health, Safety and Wellbeing within 48 hours of the incident.

(36) All notifications should endeavour to record as much information as possible, as this assists in meeting the University's statutory obligations for investigation purposes and keeping of records.

## **Part D - Training**

(37) Training and renewal of first aid qualifications will be coordinated and arranged through the WHS&W.

(38) No training is required for the use of defibrillators. They are self directing.

## **Section 5 - Guidelines**

(39) Nil.

## Status and Details

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