



OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURE

FIRST AID

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
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INTRODUCTION

First aid is an important aspect of Occupational Health and Safety. In recognition of this, Community Veracity is committed to providing suitably trained First Aid Officers, together with first aid facilities to administer first aid treatment.

This policy applies to all employees, volunteers, and contractors of Community Veracity, and to visitors.

PURPOSE

The purpose of this document is to provide an overview for Community Veracity to establish first aid facilities and services for the organisation.

DEFINITIONS

First aid is the provision of emergency treatment for people suffering injury or illness at work. *First aid facilities* refers to the first aid kit and/or first aid room.

POLICY

Community Veracity is committed to providing a safe and healthy work environment for employees, volunteers, contractors and visitors. Community Veracity will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining a work-related injury or illness.

Community Veracity will systematically identify causes of work injury and work-related illness and assess the risk of work injuries and work-related illness occurring. The appropriate first aid facilities and training will be determined, evaluated and provided.

Community Veracity will meet first aid legislative requirements as a minimum standard.

Community Veracity will give all designated First Aid Officers the opportunity to be vaccinated against Hepatitis B.

First aid facilities will be maintained on a regular basis.



RESPONSIBILITIES

It is the responsibility of the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT to ensure that:

- adequate and appropriate first aid facilities are provided;
- appropriate and adequate training is arranged for First Aid Officers;
- First Aid Officers' training is up to date and their certificates current.

It is the responsibility of First Aid Officers to:

- inspect and maintain first aid facilities;
- in the case of a work injury or work-related illness, assess if medical assistance is required;
- administer appropriate first aid in accordance with their training;
- maintain first aid records as outlined in this procedure;
- maintain confidentiality with regard to information obtained as part of their role.

PROCEDURES

Managers are required to determine the number of First Aid Officers required for each worksite. This should be done through discussions with the Human Resources Department who will advise what legislative requirements exist.

First aid emergency drills should be included as part of the emergency evacuation drill process.

First Aid Officers

If First Aid Officers are deemed necessary for the site, management should determine which employees would like to be trained as the site First Aid Officer.

The appropriate manager or supervisor will then arrange training for First Aid Officers.

A copy of the First Aid Officers' qualifications are to be kept on their personnel file.

The name, photograph and extension number of all First Aid Officers is to be located next to the first aid facilities.

First Aid Facilities

The level of first aid facilities should be determined through discussions with the Human Resources Department, which will determine the type of facility required by law.

Where first aid facilities are deemed necessary, they are to be located at points convenient throughout the workplace and where there is a significant risk of an injury occurring.

First aid facilities must be identified with a sign hung directly above. The sign must have a white cross on a green background. The sign must be Australian Standard Compliant (AS1319).



First Aid Kit

The contents of the first aid kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

The following items should be included, as a minimum, in a basic first aid kit:

- emergency services telephone numbers and addresses;
- name, photograph and telephone number of First Aid Officers (should be displayed on the outside of kit);
- basic first aid notes;
- individually wrapped sterile adhesive dressing;
- sterile eye pads;
- sterile covering for serious wounds;
- triangular bandages;
- safety pins;
- small, medium and large sterile un-medicated wound dressing;
- adhesive tape;
- elastic or crepe bandages;
- scissors;
- disposable latex gloves;
- approved resuscitation face mask fitted with a 1-way valve;
- eye wash (once-only use container) & guidance notes;
- disposable face masks;
- protective eye glasses;
- disposal bags marked “Caution – Biological Hazard”.

The first aid kit, and, where appropriate, first aid facilities, must be inspected by the First Aid Officer every month. The first aid facilities checklist must be completed and filed by the First Aid Officer following each inspection.

The First Aid Officer must notify the appropriate manager or supervisor if stock needs to be replenished. The appropriate manager or supervisor will ensure the stock is ordered, delivered and given to the First Aid Officer to restock the facilities.

First Aid Treatment

If a person requires first aid treatment the nearest First Aid Officer must be contacted to administer such treatment.

The First Aid Officer must record the following information:

- name and location of person;
- type of injury, if known;
- assistance provided (as below);
- urgency of matter; and
- determination if another First Aid Officer is required.



The First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.

Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Officer will determine the appropriate transport. The First Aid Officer will ask the sick/injured employee's manager or supervisor to arrange the transport.

First Aid Records

When using supplies from the first aid kit the 'First Aid Kit Log Book' must be completed. The log book is to be kept inside the first aid kit. The following details must be entered into the log:

- date and time;
- name of injured person;
- nature of injury/illness;
- treatment provided;
- supplies used;
- name of attending First Aid Officer.

The First Aid Officer and/or an Occupational Health and Safety Representative must record details of all injuries using an Injury/Incident Report Form.

The First Aid Officer and/or an Occupational Health and Safety Representative must complete an Incident Report Form and file on site, sending a copy to the Human Resources Department.