

FIRST AID GUIDELINES

Responsibility:

The WHS Regulations impose a duty on a person conducting a business or undertaking to provide:

- first aid equipment;
- access for all *workers* to that equipment; and
- access to facilities for the administration of first aid.

Ministry Unit Council has a duty to exercise due diligence to ensure that the ministry unit complies with the WHS Act and Regulations. This includes taking reasonable steps to ensure that the ministry unit has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

Workers have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. *Workers* must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses.

First Aid definition:

First aid is the provision of initial health care and basic life support to someone who suffers an injury or illness.

What is required in providing first aid?

First aid requirements will vary between ministry units (workplace) depending on the nature of the work or activities performed, the type of hazards, the ministry unit size and location, as well as the number of people at the ministry unit. These factors must be taken into account when deciding what first aid arrangements need to be provided.

By using a risk management approach and following the four steps identified below, a ministry unit will be able to determine how best to provide first aid facilities.

Step 1: identifying hazards that could result in work-related injury or illness

Step 2: assessing the type, severity and likelihood of injuries and illness

Step 3: providing the appropriate first aid equipment, facilities and training

Step 5: reviewing the first aid requirements on a regular basis or as circumstances change.

Consultation is required with *workers* when making decisions about what facilities are needed, including those required for administering first aid. Consultation should include:

- the number, location and contents of first aid kits and other equipment
- the type of first aid facilities that may be needed
- first aid procedures
- the number of first aiders (if applicable).



First Aid Kit Contents:

The first aid kit should provide basic equipment for administering first aid for injuries including:

- cuts, scratches, punctures, grazes and splinters
- muscular sprains and strains
- minor burns
- eye injuries
- shock

See: *Checklist - First Aid Kit Contents*

What does administering first aid involve?

In the ministry units, administering first aid generally involves:

- treating minor injuries, e.g. a sprained ankle;
- dressing minor wounds, e.g. cuts or bruises; or
- referring the injured person to further medical assistance.

Where should first aid kits be located?

- First aid equipment must be stored in a convenient location in the workplace, particularly in areas where there is a high risk of injury eg kitchen, maintenance shed etc.
- First aid kits can be housed in wall-mounted metal boxes as they typically have in the past, but it is also a good idea to have smaller, more mobile kits readily available. This way, their contents can be more easily transported to an ill or injured person.
- Displaying well-recognised, standardised first aid signs will assist in easily locating first aid equipment and facilities.

CAUTION - A first aid kit should never be locked. It needs to be accessible in an emergency.

Restocking and maintaining kits:

First aid kits need to be maintained. It is recommended that a person within the ministry unit be nominated the task of maintaining the first aid kit/s (usually a first aid officer) which requires:

- monitor access to the first aid kit and ensure any items used are replaced as soon as practicable;
- undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the kit contains a complete set of the required items (an inventory list in the kit should be signed and dated after each check)
- ensure that items are in good working order, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with.

* A service provider such as St John Ambulance can also assist with the process at a financial cost

Guidelines:	First Aid	Release Date:	Sept 2016
Document Map:	Risk/Policy/First Aid	Version:	1
Authorisation:	ADS Director, Risk & Legal	Pages:	Page 2 of 4

First Aid Officers:

The WHS Regulations states the following:

Regulation 42

A person conducting a business or undertaking must ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.

To determine how best to meet this requirement, the following assessment is recommended:

Step 1:

- Identify the maximum number of *workers* at the workplace at any one time.

Step 2:

- Consider the nature of the work being carried out at the workplace and determine if your *workers* are at a high risk of being exposed to hazards that could require immediate first aid treatment.

Step 3:

- Determine if the workplace is remote or if access to emergency services is difficult. High risk workplaces that do not have timely access to medical and ambulance services should have at least one first aider for every 10 *workers*.

Step 4:

- Consider the variety of ways that your *workers* carry out work, for example:
 - if a *worker* spends most, if not all, of their time working alone and in transit i.e. their workplace is their vehicle and the places they visit in the course of their work;
 - if a worker's location varies on a regular basis and they often work without supervision (for example, pastoral carers and cleaners)
 - if a worker sometimes works alone for relatively short periods of time (for example, when opening or closing a service or program).

In these situations, it may **not be practicable** to have a first aid officer available. However, these *workers* must be able to access first aid assistance. By ensuring they have:

- **an effective means of contacting emergency services or first aid equipment**
- **information, instruction and training on how to respond if a serious injury or illness occurs.**

Step 5:

- Before finalising the number of first aid officer/s *workers* require access to, consider if there are any other factors, such as:
 - the arrangement of work
 - where there may be a sudden and significant increase or decrease in the number of *workers*
 - where there are large numbers of other persons present on a regular basis (eg. functions or fetes)
 - workplaces that have unique hazards
 - access during times when a first officer is absent (e.g. annual leave).

(First Aid in the Workplace Code of Practice 2014)

Guidelines:	First Aid	Release Date:	Sept 2016
Document Map:	Risk/Policy/First Aid	Version:	1
Authorisation:	ADS Director, Risk & Legal	Pages:	Page 3 of 4

**First Aid Management Procedures:**

First aid procedures need to be developed and implement to ensure that all *workers* have a clear understanding of first aid in the workplace.

See the First Aid Procedure template

Guidelines:	First Aid	Release Date:	Sept 2016
Document Map:	Risk/Policy/First Aid	Version:	1
Authorisation:	ADS Director, Risk & Legal	Pages:	Page 4 of 4
