
First Aid Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures describe the requirements:

- i. for the provision of appropriate first aid at University workplaces and during University-related activities, including field work; and
- ii. to ensure the University meets the requirements of [work health and safety legislation](#) and the [First Aid in the Workplace Code of Practice \(SA\)](#) or equivalent in each State/Territory

3. Definitions

Low risk workplace	<ul style="list-style-type: none">• A workplace, such as an office, where workers are not exposed to hazards that could result in serious injury or illness.• Potential work related injuries and illnesses requiring first aid would be minor in nature. <p><i>Definition from the Code of Practice for First Aid in the Workplace</i></p>
High risk workplace	<ul style="list-style-type: none">• A workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid.• Examples of workplaces that may be considered high risk are ones in which workers:<ul style="list-style-type: none">- use hazardous machinery (for example, mobile plant, chainsaws, power presses and lathes)- use hazardous substances (for example, chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing)- are at risk of falls that could result in serious injury (for example, construction and stevedoring)- carry out hazardous forms of work (for example, working in confined spaces, welding, demolition, electrical work and abrasive blasting)- are exposed to the risk of physical violence (for example, working alone at night, cash handling or having customers who are frequently physically aggressive)- work in or around extreme heat or cold (for example, foundries and prolonged outdoor work in extreme temperatures). <p><i>Definition from the Code of Practice for First Aid in the Workplace</i></p>

4. General

- a. All University workplaces and field activities must have an appropriate number of suitably qualified first aiders and adequately stocked and maintained first aid kits.
- b. Each College/Portfolio must appoint a First Aid Coordinator who will be trained at a minimum at Provide First Aid.
- c. Each College/ Portfolio must appoint sufficient numbers of first aiders as determined by the First Aid Requirements Assessment.
- d. A list of First Aid Coordinators and first aiders must be published on the University's Health and Safety [website](#).

5. Responsibility for providing first aid

The University provides first aid to its staff and students if they are injured or become ill while working for the University. In addition, the following responsibilities apply:

5.1. Contractors, labour hire workers, volunteers

- a. The University is responsible for providing initial first aid to these workers if they are injured or become ill while working for the University.
- b. In the event of an injury, their emergency contact/manager/supervisor/project manager must be notified immediately and the incident/accident reported on [FlinSafe](#).

5.2. Contractors – construction projects

- a. Where contractors are working on a closed construction site, the Principal Contractor who manages and is in control of the site is responsible for ensuring that first aid arrangements are in place.
- b. University Security will provide assistance in the event of a serious or life threatening emergency.

5.3. Tenants and co-location partners

- a. Unless otherwise agreed, tenants and co-location partners are responsible for meeting their own first aid requirements.
- b. University Security will provide assistance in the event of a serious or life threatening emergency

6. First Aid Requirements Assessment

6.1. General

- a. Each work area must undertake a [First Aid Requirements Assessment](#) to determine:
 - i. the number and type of first aiders required
 - ii. the number, type and location of first aid kits required
 - iii. the need for, and location of any other first aid facilities such as deluge facilities.
- b. The First Aid Coordinator must complete the First Aid Requirements Assessment, in consultation with staff and where reasonably practicable, with the health and safety representative for the area.
- c. First Aid Requirements Assessments must be reviewed every three years and when:
 - i. the number and location of staff, students and others changes significantly
 - ii. the use, size and/or layout of the area is changed significantly, or
 - iii. the nature of hazards and severity of risks change.
- d. First aid arrangements should be reviewed regularly in consultation with workers to ensure they remain adequate and effective.

6.2. Off-campus activities in urban areas

There is no requirement to provide a University first aider for off-campus activities in places where emergency first aid or medical services are available e.g. hospitals, other universities, museums, schools, factories.

6.3. Field trips

- a. An approved first aid kit must be carried on all field trips.
- b. The contents of field trip first aid kits:
 - i. must be stocked and in date
 - ii. may vary depending on the nature of the field trip
 - iii. must be determined through the field trip risk assessment process, and
 - iv. may include the Outdoor and /or Remote first aid kit components specified in the [Code of Practice: First Aid in the Workplace \(SA\)](#) (or equivalent in each State/Territory). (see Appendix B).
- c. All Tier 2 field trips must have someone with Provide First Aid (SA) or equivalent training on the field trip, except where health/medical/emergency services are accessible within a 20 minute drive from the work area and the work is not high risk.
- d. When the field trip is in an area where emergency services may be delayed or it would be difficult to access help (e.g. remote or difficult to access sites), a Remote First Aid kit must be carried and a member of the field trip group must have Remote First Aid Training or access to such a person must be available.

7. First aiders

- a. Each College/Portfolio must have an appropriate number of first aiders for all work areas and field activities, as determined by the First Aid Requirements Assessment or field trip risk assessment.
- b. In general, first aiders should be staff members who are readily available when required.
- c. Colleges may choose to nominate research higher degree students as first aiders to enable field trip first aid requirements to be met.
- d. Each College/Portfolio must have up-to-date information in place to ensure that first aiders can be readily contacted.
- e. For after-hours the number for contacting Security must be available.

8. First aid training

- a. All first aiders must successfully complete an approved Registered Training Organisation (RTO) first aid training course of Provide First Aid (SA) or equivalent as a minimum.
- b. First aiders must renew their Provide First Aid/Apply First Aid certificate every 3 years.
- c. Where first aiders with more advanced techniques (eg remote first aid, cardiopulmonary resuscitation) are required as determined by the First Aid Requirements Assessment, the first aiders must complete the relevant training and refresher training through an approved RTO.

9. First aid kits

- a. The number and type of first aid kits is determined through the First Aid Requirements Assessment (for an area) or the field trip risk assessment (for field trips).
- b. The contents of first aid kits will vary depending on the nature of the hazards in the area, as indicated in the First Aid Requirements Assessment.
- c. If hazardous chemicals are stored/used in a particular workplace location/area, access to the first aid information on the Safety Data Sheet must be available. Each area must determine how this information will be made accessible.
- d. As a minimum, first aid kits for offices and other low risk workplaces must contain the contents listed in Appendix A.
- e. For higher risk workplaces including field trips, first aid kits must include additional items as determined through the First Aid Requirements Assessment or field trip risk assessment and shown in Appendix B.
- f. First aid kits must not contain medication, including pain killers.
- g. First aid kits must be available to take out with University fleet vehicles when travelling outside the metropolitan area.
- h. Colleges/Portfolios are responsible for the costs of first aid kits, including replenishment stock and any additional items in higher risk areas.
- i. First aid kits must:
 - i. be accessible at all times (e.g. not located behind a locked door or in a locked cupboard)
 - ii. in general, not be locked. When first aid kits are located in areas accessible to the public and are subject to pilfering, they may be locked, with key access provided by an adjacent break glass system so that the kit is immediately accessible
 - iii. have a white cross on a green background prominently displayed on the outside
 - iv. be sturdy, and dust and moisture proof, and
 - v. be large enough to accommodate additional modules where they are needed, preferably in separate compartments.

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- j. First Aiders must undertake regular checks of kits (after each use, or if the kit is not used, at least once every 12 months) to ensure that:
 - i. the kit contains a complete set of the required items
 - ii. the items have not deteriorated and are within their expiry dates, and
 - iii. sterile products are sealed and have not been tampered with.
 - k. Colleges/Portfolios must maintain:
 - i. records of the checking of the contents of first aid kits. The date and signature of the person checking the kit must also be recorded either on a checklist stored in the kit or on a sticker affixed to the kit
 - ii. an up-to-date list of the location of first aid kits.

10. Other first aid equipment

10.1. Emergency drench showers and eye wash stations

- a. The requirements for laboratories that involve work with chemicals and biological materials are specified in Australian standards for laboratory design and construction (AS/NZS 2982) and Safety in the laboratory series (AS/NZS 2243).
- b. Emergency drench showers and eyewash stations must be available at a distance of no more than 15 metres or 10 seconds travel from any position in the laboratory. Where these facilities are not available alternate arrangements must be made in consultation with the WHS Advisor/Officer of the area.
- c. In workplaces under the University's management control, eyewash stations must be tested, and emergency shower flow rates must be tested annually by Property, Facilities and Development Division (PFD) staff.
- d. Each local area must:
 - i. establish procedures to ensure that emergency showers and eyewash stations are flushed and checked that they are in working order regularly by staff in the area, and
 - ii. maintain records of the checking of the flushing.

10.2. Automated external defibrillators

- a. Automated external defibrillators (AEDs) must be:
 - i. stored in an area that is clearly visible, accessible and not exposed to extreme temperatures, and
 - ii. clearly signed.
- b. First Aid Coordinators must:
 - i. establish and implement procedures to ensure that the AEDs are inspected and maintained in accordance with the manufacturer's guidelines
 - ii. maintain records of use, maintenance, testing and inspection of AEDs.

11. First aid recording and reporting

- a. First aiders must:
 - i. record all first aid treatments on the First Aid Treatment form, and
 - ii. advise the injured person (or their supervisor) to report the accident/incident on the University's online accident/incident reporting system, [FlinSafe](#) as soon as reasonably possible or within 24 hours.

12. Responsibilities

Vice-Presidents and Executive Deans of College, Portfolio Heads	<p>a. Ensure that these procedures are implemented in their College/Portfolio, including:</p> <ol style="list-style-type: none">First Aid Requirements Assessments are undertakenadequate numbers of first aiders are identified and trained, andwhere eyewash and shower equipment is installed, procedures are established to ensure the equipment is checked. <p>b. Allocate sufficient resources for effective first aid in their College/Portfolio.</p>
Property, Facilities and Development	<p>a. Undertake annual compliance/flow checks and maintenance of eyewash and shower equipment.</p>
First Aid Coordinators	<p>a. Complete the First Aid Requirements Assessment, in consultation with staff and the health and safety representative for the area</p> <p>b. Maintain up-to-date lists of first aiders in their College/Portfolio, including their location and training records;</p> <p>c. Ensure that the contents of first aid kits, and any first aid facilities in their College/Portfolio are checked, maintained and documented; and</p> <p>d. Ensure that the locations of first aid kits are identified with signage which complies with Australian Standards.</p> <p>e. Inspect and ensure automated external defibrillators maintain in accordance with the manufacturer's specifications.</p>

13. Forms

[First Aid Kit Contents](#)
[First Aid Information template](#)
[First Aid Requirements Assessment](#)
[First Aid Treatment Record](#)

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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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14. Appendix A: Example of contents of standard first aid kit

(from *First Aid in the Workplace Code of Practice*)

For most workplaces, a first aid kit should include the following items:

Kit contents	Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings)	1

15. Appendix B: Example of additional items for first aid kits for specific types of injuries or illnesses

(from *First Aid in the Workplace Code of Practice*)

Outdoor work

If work is performed outside and there is a risk of insect or plant stings or snake bites, assess whether the following items should also be included in the first aid kit:

- a heavy duty crepe bandage
- sting relief cream, gel or spray

Remote work

Where people work in remote locations, a first aid kit should include:

- a heavy duty crepe bandage 10cm (for snake bites)
- large clean sheeting (for covering burns)
- thermal blanket (for treating shock)
- whistle (for attracting attention)
- torch/flashlight

The contents will vary according to the nature of the work and its associated risks.

Burn injuries

If workers or others are at risk of receiving burns, first aid kits should include:

- burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply
- hydro gel (8 Q 3.5 gram sachets)
- hydro gel dressings
- clean polythene sheets (small, medium and large)
- 7.5cm cotton conforming bandage