

Procedure:

First Aid in the Workplace

1. Purpose

To provide guidelines and information on the provision of first aid facilities and appointment of first aid personnel to ensure that Greater Shepparton City Council meets its workplace health and safety obligations.

2. Actions Required

- Assess first aid requirements within areas of responsibility
- Ensure task appropriate first aid facilities are made available to all workers
- Ensure qualified first aid personnel are in place
- Stocking of first aid kits.

3. Definitions

AED - Automated external defibrillators

CEO - Chief Executive Officer

CPR - Cardiopulmonary Resuscitation

FIRST AID FACILITIES - Includes first aid rooms, first aid kits

FIRST AID OFFICER (FAO) – Worker with appropriate qualifications and is named on emergency signage as the workplace First Aid Officer

GSCC - Greater Shepparton City Council

GSCC RO - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers.

4. Responsibility and Authority

Directors

Ensure that first aid management is adequately resourced and implemented.

Managers/ Supervisors/Team Leaders and Contractors

- Identify and provide appropriate first aid facilities
- Identify workers that require a level of first aid competency
- Ensure workers have knowledge of first aid facilities and personnel.

First Aid Officers

- Maintain first aid qualifications as required
- Provide treatment which is commensurate with their level of training
- Utilise medical or emergency services for treatment of workers when required
- Maintain designated first aid room, equipment and kits
- Record details of first aid provided.

5. Procedure

GSCC RO's are to coordinate with People Performance Department, to ensure FAO are in place and appropriate training is completed.

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Assessment of Required First Aid Officers and Facilities

Legislative Requirements

GSCC RO's are responsible for identifying employee positions within their Department that require the completion of legislated levels of first aid qualification. Appropriate training is to be completed and kept current.

First Aid Requirements

GSCC RO's are to ensure that an appropriate number of FAO and personnel with first aid training are in place for every workplace or worksite.

All work groups, especially those performing hazardous activities should be assessed and consideration given to:

- The Compliance Code - First Aid in The Workplace
- The frequency and duration workers are exposed to hazards
- Potential outcomes
- The nature of the work being performed
- What chemicals and materials are being used
- The size and layout of the workplace
- The distance and ease an injured person is required to be transported to first aid facilities or hospital.

Appointment of First Aid Officers

FAO for workplaces are required to complete the senior first aid certificate (referred to as a level II first aid qualification) or its competency based equivalent HLTAID011 Provide First Aid.

FAO's:

- Nominate for the role
- Are personnel that may be required to perform first aid treatment for injuries and illnesses
- Receive a nominal payment and are required to perform duties as stated in FAO Duties Description
- Have their names and contact details displayed within worksites.

GSCC RO's appointing FAO must consider:

- Worker's ability to comprehend and complete the required training
- Worker's ability to fulfil the duties required of an appointed FAO
- How often the nominee is available within the designated workplace.

When an appropriate person is selected as a FAO, GSCC RO's are to:

- Inform the HR branch of FAO appointment
- Provide FAO with description of duties (CM: M10/53725)
- Ensure the FAO holds current qualifications
- Ensure any FAO's who is likely to have contact with blood or bodily fluids receive hepatitis B vaccinations
- Ensure FAO names and contact details are prominently displayed within the workplace.

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First aid officer's duties

- Complete and maintain appropriate level of training required to perform duties
- Take required refresher courses as needed to retain competency.
- Provide treatment to people suffering injury and illness at work consistent with level of training and competence.
- Complete First aid Incident record book (CM:M22/16339)
- Seek further medical advice or assistance where / when appropriate.
- Advise Responsible Manager in area on first aid kits, rooms, procedures or equipment requirements or problems.
- Ensure a first aid kit treatment record book is in first aid kit (CM: M11/57320)
- Record details of first aid materials used
- Ensure first aid kits contents are checked with appropriate checklist and restocked when required.
- Source or develop with OHS an appropriate checklist to check kits. A basic first aid kit checklist is available (CM: M10/102250)
- Trim completed checks to appropriate location. CM: container **46/544/0005**
- Ensure first aid kits contents are checked within appropriate time frames depending on possible usage.
- Assist managers to ensure FAO's listings are prominently displayed within workplaces.
- Advise any worker treated to on the requirement to complete an OHS incident report form.

First Aid Kits

First aid kits within workplaces should be labeled with an identification number for audit purposes and recorded on completed and Trimmed checklists.

First Aid kit contents must be appropriate to the work place. Specialised first aid kits can be formulated by each Branch or contact Risk Management to assist in sourcing the appropriate kit as required.

Recording and Checking Of First Aid Kits

Appointed FAO are responsible for regularly checking and restocking first aid kits. Where all staff are in a work area are first aid qualified the checking and restocking is to be done by a staff member nominated by the facility manager.

Completed checks and injury record books are to be trimmed to department folders within Trim container: **46/544/0005** Human Resources - Occupational Health & Safety (OH&S) - First Aid register.

- Each first aid kit must have provision to record items used
Refer: First aid kit treatment record book (CM: M11/57320)
- A basic first aid kit checklist is available (CM: M10/102250). Branches are encouraged to formulate their own specialised checklist if required.
- First aid Incident record book at each first aid facility and kit (CM:M22/16339)

Confidentiality of Information

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Personal information about the health of a worker or other person is confidential. Disclosure of first aid administered shall be restricted to health professionals and for the purposes of incident investigation.

Use of Automated External Defibrillators in Workplaces (AED)

- Workplaces with AED's are to ensure procedures are in place for use and maintenance.
- An AED can be used safely and effectively without training but training should be encouraged to help improve the time to shock delivery and correct pad placement.

Signage

- First aid signage located in prominent locations to identify FAO
- Signs indicating first aid facilities are to be a white cross on a green background.



Vehicle First Aid Kits

Vehicles are to be supplied with a First Aid Kit and maintained with regular car servicing.

Review of First Aid Requirements

First aid requirements are to be reviewed:

- If a new hazard is introduced in the workplace
- Worker numbers or circumstances change that may require increased first aid needs.
- If advised by workers that first aid requirements are insufficient or inappropriate.
- Change in legislative requirements

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6. References

- *Occupational Health and Safety Act 2004 (Victoria)*
- First Aid Compliance Code (2021)
- AS/NZS: 4801 – Occupational Health & Safety Management Systems

7. Supporting Procedures and Documents

- M11/57320: First aid kit treatment record book (Attachment 1)
- M10/102250: First Aid Kit Checklist (Low Risk) (Attachment 2)
- M11/22869: Compliance Code First Aid in the Workplace
- M10/53725: First Aiders officers duties
- M22/16339: First aid incident record book (Attachment 3)

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Treatment Record Book



Guidance on Supplies record book:

Details of supplies used from this kit must be recorded in this Treatment Record Book.

This helps to both identify any common accidents and potential safety issues within the workplace, as well as keeping a clear account of any incident should you need to refer back to it.

No personal information regarding the incident is required, this is for information only.

First Aid Kit Location_____

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First Aid Kit Checklist (Low Risk)



Check lists for first aid kits with specialist supplies may be required to be developed by work groups.

Location of Kit: _____ Kit No/Reference.: _____

ITEM	QUANTITY REQUIRED	TO BE RE-STOCKED
SCISSORS	1pr	
FORCEPS	1pr	
FIRST AID GUIDE	1	
RESUS-O-MASK	3	
PLASTIC DRESSING STRIPS (BAND AIDS)	24	
SAFETY PINS	3	
GLOVES	2	
STICKY TAPE	2rl	
CONFORMING BANDAGES	4	
EYE PADS	2	
MEDI-PREP SWABS (ALCOHOL WIPES)	4	
SALINE AMPOULES	2	
NON ADHESIVE DRESSING	1	
TRIANGULAR BANDAGE	1	
ANTISEPTIC CREAM	1tb	
GAUZE SWABS	3pk	
BURN AID GEL	1tb	
SPLINTER PROBES	5	
TERMINAL BLANKET	1	
WOUND DRESSING	1	
CREPE BANDAGE	1	
ANTISEPTIC AMPOULES	2	
INSTANT COLD COMPRESS	1	
SHARPS CONTAINER	1	

Checked by

Name: _____ Signed: _____ Date: _____

Trim Completed form

Container 46/544/0005 Human Resources - Occupational Health & Safety (OHS) - First Aid) then enter in appropriate Department folder) work flow to Responsible Officer for purchasing supplies

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Attachment 3



First aid Incident record book

Incident/Type of injury	Stock used	Date of Treatment	Employee Name

Compliance Code: First aid in the workplace
OH&S Act 2004 (Vic)
OH&S Regulations 2017 (Vic)

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