

# **P.06.02**

## **FIRST AID POLICY**

### **1.0 INTRODUCTION**

In accordance with the Occupational Health & Safety Act 2004, systems are required to be in place to ensure the adequate provision of first aid to staff, students, contractors and visitors. The law requires employers to provide, so far as is reasonably practicable, a safe working environment and adequate facilities for the welfare of their employees. Section 21(2)(d) requires that, in meeting their duty under section 21(1), an employer must provide, so far as is reasonably practicable, adequate facilities for the welfare of employees at any workplace under the employer's management and control. This needs to include having appropriate first aid measures in place, including first aid kits and suitably trained first aid officers.

AVETA has decided to choose Option 1 – The prescribed approach as outlined in the Compliance Code – First Aid in the workplace as the preferred method of providing first aid in AVETA's workplaces.

#### **1.0 Consultation**

So far as is reasonably practicable, AVETA will consult with AVETA HSRs and employees on a range of matters that directly affect (or are likely to directly affect) their health and safety. Consultation will include:

- consultation on first aid needs
- consultation on first aid training
- consultation on changes to any procedures related to first aid.

#### **2.0 Employee Awareness**

All AVETA employees will be given information and instruction on first aid in the workplace, including:

- the location of first aid kits
- the names and work location of trained first aid officers (one First Aid Officer per AVETA location)
- the procedures to be followed when first aid or further assistance is required.

The information and instruction that will be provided will be given:

- as part of employees' induction training
- if there is a change in the location of first aid facilities
- if there are any changes in the names, locations or contact details of first aid officers

The information that will be provided will be in a form that all employees can understand; including communicating with people with non-English speaking backgrounds and people with disabilities.

#### **3.0 Immunisation for first aid officers**

All AVETA First aid officers will be offered hepatitis B vaccinations by AVETA if they are likely to have contact with blood or bodily fluids (particularly those allocated to AVETA Kitchen Operations as part of Commercial Cookery Courses).

This policy provides details for the provision of first aid and the maintenance of first aid facilities within AVETA premises.

### **4.0 REFERENCES**

**4.1** Occupational Health and Safety Act 2004 - <https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/034>

**4.2** First Aid in The Workplace - Compliance Code - <https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>

**4.3** AS 1319 Safety Signs for the Occupational Environment

## 5.0 PROCEDURE

### 5.1 First Aid Personnel

- The following are able to provide first aid:
  - a) Nominated First Aiders, who are appointed by AVETA and paid an allowance to undertake first aid activities.
  - b) Other staff members who hold First Aid qualifications but do not have specific first aid duties.

### 5.2 Assessment of Risk

- It is the responsibility of AVETA's CEO to ensure that First Aid cover for AVETA meets operational needs, including after hours.

### 5.3 Nominated First Aiders Lists

- AVETA's CEO is responsible for ensuring that a current list of Nominated First Aiders is displayed throughout all work areas.

### 5.4 What to Do when First Aid Is Needed

- Staff and students requiring First Aid should contact the nearest First Aider.
- No person shall provide or attempt to provide First Aid for which they have not been trained.
- The injured person, or an AVETA staff member on that person's behalf, shall complete a Register of Injury form for all injuries.

### 5.5 Provision of First Aid

- First Aiders are required to provide assistance according to their level of training.
- First Aiders should, as soon as practicable, refer a casualty to appropriate medical aid, relative to the nature of the incident. Referral should be based upon generally recognised First Aid principles.
- First Aiders are only required to provide First Aid until medical assistance arrives or responsibility for care is handed over.
- Following the completion of First Aid treatment, First Aiders shall enter the details on the First Aid Record Form, sign the form, and forward to AVETA's CEO.

### 5.6 When to Call an Ambulance

- In a medical emergency, where an AVETA staff member believes that a casualty is in immediate danger, the staff member should call an ambulance regardless of the casualty's wishes.
- First Aiders should call an ambulance whenever they believe it is necessary.
- An ambulance should always be called when:
  - a) The casualty is unconscious.
  - b) E.A.R. or C.P.R. has been required.
  - c) Bleeding is SEVERE.
  - d) Burns, injury, and/or illness is SERIOUS.
  - e) A life-threatening situation has occurred.
  - f) If a casualty cannot be taken to medical aid and/or next-of-kin cannot be contacted or the casualty is unable to make own way to medical aid, the First Aider is to reassess and call an Ambulance.

### **5.7 Administering of Medication**

- The only occasion a First Aider may assist with the administration of medicine is where it has been prescribed by a medical practitioner and the First Aider has sighted evidence of the prescription.

### **5.8 First Aid Awareness**

- AVETA CEO will ensure that all new staff members are advised of AVETA's First Aid facilities and the requirements for receiving First Aid.
- Students should be informed of arrangements for First Aid as part of their orientation.

### **5.9 Occupational Health & Safety Coordinator Responsibilities**

- The Occupational Health & Safety Coordinator is responsible for overseeing the day-to-day provision of First Aid and maintenance of First Aid facilities throughout AVETA.
- The Occupational Health & Safety Coordinator shall ensure that current lists of nominated First Aiders, their extension numbers and times available are maintained.
- The Occupational Health & Safety Coordinator shall: maintain a First Aid Resource Register detailing the name, location and phone number of all AVETA appointed First Aiders including the level qualified and expiry dates of First Aid certificates; auditing and replenishing First Aid Kits and/or First Aid Rooms on an annual basis.
- Ensure that records of First Aid treatment are maintained securely and confidentially.

### **5.10 Location of First Aid Kits**

- First Aid Kits shall be strategically located and easily accessible in buildings at all AVETA campuses.
- The location and number of First Aid Kits in specific areas shall be based on the risk factor and is at the discretion of the Occupational Health & Safety Coordinator.
- Every AVETA kitchen shall have convenient access to a First Aid Kit.

### **5.11 Contents of First Aid Kits**

- The contents of First Aid Kits shall be in accordance with the Compliance Code - First Aid in the Workplace.
- No AVETA staff member or student shall place any item, which has not been authorised by the Occupational Health & Safety Coordinator, in any First Aid Kit.
- Only nominated First Aiders are authorised to obtain First Aid supplies for the purpose of replenishing First Aid Kits.
- Additional requirements in hazardous areas:
  - a) Where hazards exist in the workplace because of the necessity to work with heat or chemicals, additional First Aid modules shall be provided in accordance with Compliance Code - First Aid in the Workplace.
  - b) Where chemicals are used, the Trainer responsible for the training and assessment site (workplace), shall ensure that Material Safety Data Sheets are readily available.

### **5.12 Nominated First Aiders - Selection and Training**

- The Occupational Health & Safety Coordinator shall ensure that AVETA maintains an adequate number of nominated First Aiders to meet the requirements of the Compliance Code - First Aid in the Workplace.
- The Occupational Health & Safety Coordinator shall select staff members for training on the basis of location, need and suitability. Training shall be carried out by an accredited First Aid Trainer, reflect current accepted practices, and be conducted during normal working hours.
- The minimum acceptable level of training for first aid officers for AVETA workplaces is the Senior First Aid Certificate (often referred to as a Level 2 First Aid Qualification) or its competency based equivalent.

### **5.13 First Aid Staff – Allowances**

- Nominated First Aiders shall receive an allowance for undertaking First Aid responsibilities. AVETA shall pay an allowance as outlined by the Department of Education and Early Childhood Development.

### **5.14 Indemnity for First Aiders**

- AVETA's insurance indemnifies any staff member who holds a current First Aid qualification against any actions that may be taken against that staff member for actions taken in the provision of First Aid provided that a staff member has acted in good faith in the course of providing First Aid to their level of training.