

# First Aid Procedure

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1. PURPOSE

- 1.1. This procedure applies to all employees directly employed by Ecoplant & Seeddown and all Business Units and entities owned or managed by Ecoplant & Seeddown.
- 1.2. The purpose of this procedure is to detail the requirements for the provision of first aid and the supply, use, and storage of first aid kits to ensure that the staff of Ecoplant & Seeddown and others who have been injured or become ill at the workplace, are provided immediate and effective first aid to reduce the severity of the injury or illness and promote recovery.
- 1.3. The WHS Regulations place specific obligations on a Person Conducting a Business or Undertaking (PCBU) in relation to first aid, including requirements to:
  - provide first aid equipment and ensure each worker at the workplace has access to the equipment;
  - ensure access to facilities for the administration of first aid;
  - 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.

## 2. RESPONSIBILITIES

- 2.1. Managers/Supervisors of Ecoplant & Seeddown must ensure that a formal risk management approach is taken (in consultation with staff) to determine the level of first aid facilities and services (including the number of appointed First Aid Officers and first aid kit contents) that are to be provided in each workplace.
- 2.2. Managers/Supervisors must ensure that the contact details of all workplace First Aid Officers and the location of first aid kits/facilities are provided to all new staff as part of their workplace induction.
- 2.3. Managers/Supervisors must ensure that the contact details of First Aid Officers are displayed in prominent positions in high risk areas and on WHS noticeboards.

## 3. DEFINITIONS

- 3.1. **First aid** - The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- 3.2. **First aider** - A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
- 3.3. **First aid equipment** – Includes first aid kits and other equipment used to treat injuries and illnesses.

- 3.4. **First aid facilities** - Include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.
- 3.5. **High risk workplace** - 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, but not limited to, ones in which workers:
- 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).
- 3.6. **Low risk workplace** - A workplace where workers are not exposed to hazards that could result in serious injury or illness such as offices, shops or libraries. Potential work-related injuries and illnesses requiring first aid would be minor in nature.

## 4. REFERENCES

- 4.1. Safety Policy
- 4.2. Relevant WHS legislation
- 4.3. Code of Practice: How to Manage Work Health and Safety Risks. December 2011
- 4.4. Code of Practice: First Aid in the Workplace, March 2015

## 5. PROCEDURE

### 5.1. Number and Placement of Appointed First Aid Officers

Consideration will be given to: the types of hazards present/identified including the nature of the work, size and location of the workplace, number and distribution of workers present, the frequency of exposure that may cause an injury or illness, duration of this exposure and the expected severity of the consequences.

The choice of first aid facilities and services should be based on the outcome of the risk assessment process. In making this decision, it is ideal if at least one First Aid Officer is appointed for each work unit. It is desirable that this person has an alternate who can assume their duty if the

nominated person is unavailable. (This may be the appointed First Aid Officer from another work unit.).

It is the responsibility of Managers/Supervisors to nominate appropriate staff members as appointed First Aid Officers and to encourage as many staff as possible to receive training in first aid regardless of whether (or not) these people are appointed as First Aid Officers.

In high risk areas, or isolated areas, additional First Aid Officers may need to be appointed at the discretion of the area Manager/Supervisor. Managers/Supervisors will ensure that Ecoplant & Seeddown, is kept fully informed as to status of appointed First Aid Officers under their control.

#### **5.2. After Hours or if a First Aid Officer is Not Available**

At times when an appointed First Aid Officer is not available, medical assistance should be sought immediately, by contacting Emergency Services by dialling 000 or by dialling (mobile) 112 in remote regions.

#### **5.3. Workers Entering a Confined Space**

The first aid requirements for employees entering confined spaces are controlled by Australian and New Zealand Standards AS/NZS 2865: 2009. This standard requires that First Aid Officers be appointed to every crew which enters a confined space, and that all other crew members shall be trained in Cardiopulmonary Resuscitation (CPR). Managers/Supervisors shall take this requirement into consideration when determining the number of appointed First Aid Officers within their area of responsibility.

#### **5.4. Location and Maintenance of First Aid Kits**

First aid kits must be kept in a prominent, accessible location and able to be retrieved promptly. First aid kits should be located close to areas where there is a higher risk of injury or illness. Emergency evacuation plans displayed in the workplace should include the location of first aid kits.

A portable first aid kit should be provided in the vehicles of mobile workers if that is their workplace (for example, couriers, taxi drivers, sales representatives, bus drivers and inspectors). These kits should be safely located so as not to become a projectile in the event of an accident.

A person in the workplace should be nominated to maintain the first aid kit (usually a First Aider) and should:

- monitor access to the first aid kit and ensure any items used are replaced as soon as practicable after use

- 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.

#### 5.5. **Training**

Appointed First Aid Officers are required to renew their Apply First Aid Certificate every three (3) years and undertake the Cardiopulmonary Resuscitation and/or Advanced Resuscitation component of their Apply First Aid Certificate annually. Staff are required to have prior approval from their Manager/Supervisor to attend this training.

Appointed First Aid Officers are required to keep the original copy of their first aid qualifications for their own personal records and forward a certified copy of their certificate or recertification to the [insert company nominated person/position].

A record of all training provided must be kept.

### **6. RECORDS**

- 6.1. All documentation relating to the management of first aid in the workplace (including qualification) must be retained by the Company for a period not less than seven (7) years from the date that the documentation was brought into existence.

### **7. REVIEW**

- 7.1. Annual