

# WORK HEALTH SAFETY FIRST AID PROCEDURE<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

### NSW Ministry of Health Information Sheet

#### [Information Sheet: Provision of First Aid Facilities and Personnel](#)

- The above linked document is a NSW Ministry of Health Information Sheet that must be complied with.
- This procedure is based on the above MoH Information Sheet and [Safe Work Australia Model Code of Practice - First Aid in the Workplace](#)
- Clinical areas are not exempt from this Procedure. The area may meet the requirements of the WHS Regulation for the provision of first aid requirements, however this will need to be assessed and documented using the First Aid Risk Assessment Form.
- All Managers must complete a [First Aid Needs Risk Assessment Form](#) to determine their first aid requirements.
- First aid involves the initial and immediate attention to a person suffering an injury or illness and can include the treatment of minor injuries or the provision of initial emergency treatment until further medical assistance can be obtained.
- All clinical and non-clinical areas should have an appropriately trained first aid provider for their area/department.

## CHANGE SUMMARY

- Update to include links to relevant forms.

## READ ACKNOWLEDGEMENT

- All SCHN staff should be aware of this document and comply the outlined procedure.
- All managers are to read and acknowledge they understand the contents of this document.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> September 2017	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	WHS & Manual Handling Coordinator	<b>Area/Dept:</b> Work Health Safety & Injury Mgt

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## Purpose/Scope

This procedure has been developed to assist with the implementation of [Information Sheet - Provision of First Aid Facilities and Personnel](#), from the NSW Ministry of Health.

Under, the national *Work Health and Safety Regulations 2011* ([Chapter 3, Part 3.2, Division 3.42](#)) an Agency has a duty to provide first aid. They must ensure that first aid equipment is provided for the workplace [including vehicles], that each worker at the workplace has access to the equipment, and access to facilities for the administration of first aid. They must also ensure that an adequate number of workers are trained to administer first aid and that workers have access to these.

This procedure aims to provide workers and managers with guidance on how to determine and implement adequate and appropriate first aid arrangements at work.

Clinical areas are not exempt from this Procedure. The area may meet the requirements of the WHS Regulation for the provision of first aid requirements, however this will need to be assessed and documented using the First Aid Risk Assessment Form.

## Expected results

- For SCHN to provide adequate first aid facilities and treatment for its workers who sustain an illness or injury at work.
- Lead managers through a first aid risk assessment, and plan appropriate first aid requirements.

## Responsibilities

**Workers will:** comply with Work Health and Safety (WHS) and Injury Management (IM) procedures and ensure they are aware of local arrangements for first aid and emergency medical treatment.

**Trained First Aider (First Aid Officer) will:** provide initial treatment to injured or ill employees consistent with their level of training and competence. **Will not:** refuse any reasonable request for assistance in the giving or receiving of aid in respect of the illness or injury of a co-worker at work.

**First Aid for Motor Vehicles** – It is the requirement under the Motor Vehicle Policy that all vehicles have a first aid kit. It is the responsibility of the person managing the vehicle to ensure that this is provided as they are not provided through State Fleet.

**Line Managers will:**

- Implement and comply with WHS and IM procedures, including ensuring staff are aware of the local first aid procedures.
- Complete First Aid Risk Assessment form and periodically updated.
- Acquiring the appropriate First Aid Kit and replacement kit [if needed] and signage. Arrange monthly audits of the First aid Kit.

- Allocating staff to be First Aiders
- Develop First Aid Plan in consultation with WHS team.

**Directors/Clinical Program Directors will:** assist Workers and Managers to implement the first aid requirements. Consult with other duty holders to ensure a plan is in place for management of first aid to workers within areas in control of the organisation.

**Work Health Safety Team will:**

- Determine Kit and First Aid Officer requirements [from the First Aid Risk Assessment Form]
- Provide basic restocking of equipment for kits. At the discretion of the WHS team, a re-purchasing of a kit may be required.
- Coordinate training and auditing documentation compliance
- Store completed First Aid Risk Assessment Forms

**Chief Executive will:** ensure WHS and IM procedures are in place to achieve our WHS policy objectives.

**Other duty holders:** will consult with SCHN managers and workers regarding first aid plans and agree to implement controls.

## Definitions

(From Safe Work Australia [Model Code of Practice - First Aid in the Workplace](#))

**First aid** is 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.

**First aider** is 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. A First Aider is also known as a First Aid Officer.

**First aid equipment** includes first aid kits and other equipment used to treat injuries and illnesses.

**First aid facilities** include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

**High risk workplace** means 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: 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).

**Low risk workplace** means 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.

**First aid rooms (summary from Safe Work Australia Model Code of Practice - First Aid in the Workplace)** A first aid room should be established at the workplace if a risk assessment indicates that it would be difficult to administer appropriate first aid unless a first aid room is provided. A first aid room is recommended for:

- low risk workplaces with 200 workers or more
- high risk workplaces with 100 workers or more.

The contents of a first aid room should suit the hazards that are specific to the workplace. The location and size of the room should allow easy access and movement of injured people who may need to be supported or moved by stretcher or wheelchair.

Maintaining a first aid room should be allocated to a trained occupational first aider, except where this room is part of a health centre or hospital.

## Equipment

- Recognised First Aid Kit as determined by WHS Team.
- First Aid room or station. See [First Aid room design checklist](#).
- All equipment must comply with the individual Department [First Aid Plan](#).
- **Signage:** Signs must be clearly displayed in the workplace to indicate the location of the First Aid Kit/Supplies and any other additional equipment provided for first aid purposes. These signs and first aid kits will include “White Markings on Green Background” to be compliant with the Australian Standard. See First Aid Poster for WHS Board
- Additional equipment and resources may be required as per the nature of the hazards of the workplace as considered in the [First Aid Needs Risk Assessment Form](#).

## Trained First Aiders

WHS will confirm the number of First Aiders for each Department under the constraints of *Work Health and Safety Regulations 2011* ([Chapter 3, Part 3.2, Division 3, 42](#)) and organise training under a Registered Training Organisation (RTO).

A trained first aider can be:

- a person who holds a nationally recognised Statement/s of Attainment issued by a RTO for the nationally endorsed first aid unit/s of competency i.e. *Apply First Aid, Apply Advanced First Aid*;
- a registered nurse; with annual CPR Training, or;

- a medical practitioner, with annual CPR Training.

First aid qualifications obtained through an RTO must be renewed every three years and the first aider is also required to complete an annual CPR assessment. **Note:** The staff assigned as "First Aiders" on the First Aid Plan must be consulted with, when developing the First Aid Plan.

## Procedure

### All Departments/Wards/Units

1. Conduct a risk assessment using the [First Aid Needs Risk Assessment Form](#). An annual audit must be performed and the Risk Assessment form updated **if** there is significant changes in workplace or work activities **or** when it's identified if First Aid requirements are unsatisfactory.
2. Completed form sent to WHS to determine requirements. WHS will notify line manager if a [First Aid Plan](#) or Poster is required.

### Departments requiring a First Aid Plan

3. A First Aid Plan will be developed by the WHS team in consultation with the Department Manager. WHS will assess and approve appropriate equipment, signage, treatment areas [First Aid Room or Station] and First Aid Officer requirements.
  - First Aid Kits, signage and training costs are charged to the Departments' cost centre.
4. All Managers are to ensure all staff are aware of the First Aid procedures.
  - **Communication of First Aid Requirements** must be communicated to new and existing worker as follows:
    - **Contact Details:** The name and contact details of the first aid officer(s) "on duty" for the workplace must be clearly displayed along with any other necessary emergency numbers.
    - **Communication of First Aid Arrangements:** All workers must be provided with access to a copy of the First Aid Plan and made aware of:
      - the location of the First Aid Kit/ Supplies, and First Aid Room (where provided);
      - the name and contact details of the First Aid Officer and any other necessary emergency numbers;
      - the procedures to follow should a work injury/illness occur
5. Perform an audit of the First Aid Kit monthly to ensure the Kit is fully stocked.

## When First Aid required

6. Instigate appropriate First Aid when required and comply with hospital escalation procedures if further treatment/assistance required.
7. Document all First Aid incidents into IIMS the following information:
  - o name of the injured person;
  - o the type of injury/illness;
  - o the First Aid treatment administered and details
  - o the name of the person providing “first aid/medical attention”

## Resources

- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2011](#)
- [Model Code of Practice - First Aid in the Workplace](#)
- [Information Sheet - Provision of First Aid Facilities and Personnel](#)
- Restocking First Aid Kits – contact WHS team or Staff Health Nurse for basic equipment.

## Forms

- First Aid Needs Risk Assessment Form:  
<http://intranet.schn.health.nsw.gov.au/files/attachments/4929/2017-first-aid-needs-risk-assessment-form.docx>
- First Aid Plan: <http://intranet.schn.health.nsw.gov.au/files/attachments/4929/first-aid-plan.pdf>
- First Aid Kit Inspection Form:  
<http://intranet.schn.health.nsw.gov.au/files/attachments/4929/first-aid-kit-inspection-checklist.pdf>
- First Aid Room Design Checklist:  
<http://intranet.schn.health.nsw.gov.au/files/attachments/4929/first-aid-room-design-checklist.pdf>

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