

First Aid in the Workplace

IMPORTANT NOTES: *This procedure does not in any way alter the University's policy on responding to medical emergencies. In the event of a medical emergency contact the University emergency number, 'Dial 5'.*

It is unlawful to personally administer medication if you are not qualified to do so. Paracetamol (eg. Panadol) and other similar medication have been banned from first aid boxes.

Staff, students and researchers are personally responsible for any medication that is brought onto campus. They need to be aware that if they supply medication to others, they are potentially liable in the event that the person taking the medication has an adverse reaction and subsequently seek to take legal action.

Commencement Date: 1 November 2006

1. Exceptions
University Health Service

2. Definitions

'First aid' *the immediate treatment or care of a person who is injured or who becomes ill at a workplace.*

'First Aid Attendant' *an employee of the University holding at least a Senior First Aid training certification and appointed by their Division or Office as responsible for the provision of First Aid services and facilities*

'Volunteer First Aider' *an employee of the University holding at least a Senior First Aid training certification that volunteers their services to the University as a First Aider.*

3. Minimum Standards

- 3.1 A first aid service shall be maintained through the University Health Service
- 3.2 The number of First Aid Attendants required in each building or workplace shall be assessed and appointed in accordance with first aid needs with specific consideration to:
 - The type of hazards at the workplace and the risk of those hazards; and
 - The number of persons at the workplace
- 3.3 Additional First Aid Attendants shall be appointed for specific activities as required
- 3.4 Appointed First Aid Attendants shall:
 - ensure that their Senior First Aid Certificate is current
 - assist and administer first aid to injured persons as required
 - maintain supplies and ready access to a first aid box
 - be paid an allowance in accordance with the University Enterprise Bargaining Agreements; and
 - be provided with adequate training, time, supervision and resources to undertake their role in accordance with this standard
- 3.5 Any and all information recorded about the health of a person or treatment given to a person shall be treated as strictly confidential

4. Guidelines

4.1 General Provisions

Provision	Responsibility
<ul style="list-style-type: none"> ▪ The University Health Service shall determine the first aid service provisions and budget accordingly 	Director, Support Services
<ul style="list-style-type: none"> ▪ Records for First Aid Attendants in designated areas shall be maintained on HORACE and the EduSafe Website 	Director, Staff Services Director, EduSafe
<ul style="list-style-type: none"> ▪ First Aid Attendants and Volunteer First Aiders holding a current Senior First Aid Certificate who provide directed or voluntary assistance to an injured/ill person during the course of their employment duties shall be protected as follows: <ul style="list-style-type: none"> ○ In the event that the first aider suffers personal injury or illness a claim may be made under workers compensation. ○ In the event that the person who was assisted takes any action against the first aider in respect of the consequences of the first aid support given, the claim will be referred to the University's insurers or legal advisers as appropriate on behalf of the named respondent. 	Director, Corporate Risk Director, EduSafe

Table 4.1 Guidelines for managers, staff and others for the implementation of the 'minimum standards'

Minimum Standard	First Aid Attendants	Managers	All Staff and Others
3.1 A first aid service shall be maintained ...	Be aware of the provisions and availability of the first aid service provided through the University Health Service		
3.2 Divisional and Office management are required to assess their first aid needs and appoint the number of First Aid Attendants ...	<ul style="list-style-type: none"> ▪ Report to their manager any circumstance where the First Aid provisions are inadequate. ▪ Notify their manager, as a First Aid Attendant, of any significant period of absence from the workplace 	<ul style="list-style-type: none"> ▪ Divisional management, in selecting and determining the number of first aiders required at a workplace should consider: <ul style="list-style-type: none"> ○ the hazards identified at the workplace; ○ an assessment of the risks associated with the hazards; ○ the size and layout of the workplace; ○ the location of the workplace including whether it is an isolated or remote workplace; ○ the distance from the workplace to the nearest medical or ambulance service; 	<ul style="list-style-type: none"> ▪ Be aware of the First Aid provisions in the area

		<p>and</p> <ul style="list-style-type: none"> o the number and distribution of employees, students and visitors including those working outside of normal business hours and shiftwork. <p>As a general guide one First Aid Attendant for every one thousand persons at the workplace would be considered adequate coverage. Employees, students and visitors should be considered in this assessment and the said guide should be adjusted in accordance with the above considerations. The proximity and availability of Security personnel and the University Health Service can be considered for the purposes of this assessment.</p> <p>Further assistance and advice can be obtained through your local Safety and Health Representative, the University Health Service on extension 7345 or EduSafe on extension 4900.</p> <ul style="list-style-type: none"> ▪ Arrange adequate back-up coverage during the absence of a First Aid Attendant and ensure that the contact details are provided on the notices displayed in the designated area 	
<p>3.3 Managers shall assess the need and appoint additional First Aid Attendants ...</p>	<ul style="list-style-type: none"> ▪ Report to their manager any circumstance where the First Aid provisions are inadequate. 	<ul style="list-style-type: none"> ▪ Managers should consider the above for specific activities, and in particular major events and fieldwork operations, taking into account the availability and access to appointed Divisional First Aid Attendants ▪ Assistance and advice can be obtained through your local Safety and Health Representative, the University Health 	<ul style="list-style-type: none"> ▪ Report to their manager any circumstance where the First Aid provisions are inadequate

		Service on extension 7345 or EduSafe on extension 4900	
3.4 Appointed First Aid Attendants shall ...	<ul style="list-style-type: none"> ▪ Standard provisions for a first aid box include: <ul style="list-style-type: none"> ○ Cotton wool balls ○ Skin antiseptic ○ Surgical scissors ○ Safety pins ○ Splinter forceps (tweezers) ○ Adhesive dressing strips ○ Gauze squares ○ Gauze bandages 2s (25m) ○ Eye pads x 2 ○ Slings, triangular x 2 ○ Ventolin reliever ○ 1 spacer – per building (kept with First Aid Attendant) ○ Surgical gloves ○ Resuscitation face shield ▪ First Aid training is offered through the EduSafe training program or private through providers such as St John Ambulance and the Red Cross. 	<ul style="list-style-type: none"> ▪ Managers are required to fund the training of appointed First Aid Attendants and the purchase of an appropriate first aid box and supplies. ▪ Managers must supervise First Attendants to ensure: <ul style="list-style-type: none"> ○ their Senior First Aid Certificate is current ○ satisfactory performance of First Aid Attendant duties ▪ Managers must notify their Human Resources Consultant when a staff member is appointed as a First Aid Attendant or if there is any change to this status. 	<ul style="list-style-type: none"> ▪ Nil
3.5 Any and all information recorded about the health of a person or treatment given to a person shall be treated as strictly confidential	Advice on the requirements for confidentiality can be obtained through the University Health Service on ext. 7345 or EduSafe on ext. 4900.		

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
	Approved Amended	10/12/02 12/07/05	PMC PMC	PMC 86/02 PMC 80/05	PMC 81/02 00867/05