



## 3.8 First Aid

### Information Sheet : First Aid Assessment

#### Purpose

The purpose of this Information sheet is to assist Schools/Branches to review and assess first aid requirements in accordance with the [First Aid HSW Handbook chapter](#).

#### Q1 What do I need to consider when assessing first aid requirements?

Each School/Branch is to consider the following.

- The nature of the work being carried out at the workplace.  
Certain work environments have greater risks of injury and illness due to the nature of work being carried out. The [First Aid HSW Handbook chapter](#) provides a definition on areas considered high risk and low risk.
- The nature of the hazards at the workplace  
A check of the Hazard Listing (e.g. Static Risk Assessments) and incident/injury reports or review of Safety Data Sheets (SDS) may assist with identifying common workplace hazards and first aid requirements in the School/Branch. Could there be potential harm from:
  - manual tasks (strains);
  - working at height (slips, trips, falls causing fractures, bruises, lacerations, dislocations, concussion);
  - machinery and equipment (being hit by moving vehicles, or being caught by moving parts of machinery causing fractures, amputation, bruises, lacerations, dislocations);
  - hazardous chemicals (handling or storing hazardous chemicals that are toxic or corrosive that may be inhaled, contact skin or eyes, cause poisoning, chemical burns or irritation);
  - extreme temperatures (exposure to hot surfaces and materials, heat stress, fatigue, hypothermia);
  - radiation (welding arc flashes, lasers, ionizing radiation which could cause burns);
  - biological (infection, allergic reactions) See [Biological HSW handbook chapter](#) for additional information;
  - animals (bites, stings, kicks, scratches).
- The size, location and nature of the workplace  
The distance between different work areas and the response times for emergency services.  
(Note: If conducting activities off-campus then the location and remoteness are to be incorporated on the risk assessment for the activity including effective communication.)
- The number and composition of the workers at the workplace  
In addition to employees, the University has contractors, students and volunteers on campus and therefore the number of persons on campus varies day-to-day. The emergency first aid provisions in each School/Branch needs to factor this into the assessment to provide for an appropriate response at the local level. It may also be necessary to consider particular needs of workers who have a disability or a known health concern.

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**Q2 What first aid equipment is required?**

The first aid kit should provide basic equipment for administering first aid and then, if required by a risk assessment, include additional contents (e.g. extra quantities or items.) Q1 may assist in determining what first aid equipment is required.

Defibrillators are available at Waite and Roseworthy Campus and are stored in the Security Office. Security staff are trained in their use and are responsible for ongoing maintenance. At North Terrace Campus, an automatic defibrillator is held by the University Health Practice.

Eye wash and shower equipment

Eye wash and shower equipment may be permanently fixed or portable, depending on the workplace.

This equipment is to be provided where there is a risk of hazardous chemicals or infectious substances which could cause eye injuries.

Immediate access to a shower should also be provided where there is a risk of:

- Exposure to hazardous chemicals resulting in skin absorption or contamination from infectious substances;
- Serious burns to a large area of the face or body (including chemical burns that are deep, in sensitive areas or greater than a 20 cent piece.)

Shower facilities can consist of:

- An appropriate deluge facility
- A permanently rigged hand-held shower hose
- A portable plastic or rubber shower hose that is designed to be easily attached to a tap spout.

Portable, self-contained eye wash or shower units have their own flushing fluid which needs to be refilled or replaced after use. Further guidance is available in AS 4775 – Emergency eyewash and shower equipment.

**Q3 Do first aid kits need to be of a particular design?**

First aid kits can be any size, shape or type to suit your workplace, but each kit should:

- be large enough to contain all the necessary items;
- be immediately identifiable with a white cross on green background that is prominently displayed on the outside;
- contain a list of the contents for that kit;
- be made of material that will protect the contents from dust, moisture and contamination.

**Q4 Where should first aid kits be located?**

In the event of a serious injury or illness, quick access to the kit is vital. Access should also be ensured in security-controlled workplaces. There should be additional first aid kits where there is a high risk of injury/illness e.g. in the science laboratory.

**Q5 Who is responsible for restocking and maintaining first aid kits?**

Each School/Branch is to nominate who is 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 (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, or an equivalent record of the check held e.g. if an external provider is engaged);
- ensure that items are in good working order, have not deteriorated and are within their expiry dates and sterile products are sealed and have not been tampered with.

**Q6 Are first aid signs required?**

Yes. First aid signs are to be displayed and will assist in easily locating first aid equipment.

The signs may be constructed to suit individual requirements but should comply with AS 1319: 1994 – Safety Signs for the Occupational Environment.

Examples of signs which meet the standard are provided in the [First Aid HSW Handbook Chapter](#) (Appendix D).

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**Q7 How are workers informed of First Aid procedures?**

School/Branch/local area inductions require the provision of information on the first aid and emergency procedures in the area of work. This includes the location of first aid kits and who is/are the first aiders in the area and where they are located/can be contacted. It should also include emergency information should the first aider not be accessible e.g. to contact Security Office which is available 24 hrs x 7 days per week.

(See the [Emergency Management HSW Handbook chapter](#) for additional information on Medical Emergencies (Code Blue) and/or the Emergency Colour Chart displayed in your area of work.)

**Q8 When should first aid requirements be reviewed and who should conduct the review?**

As a minimum an annual review is required in accordance with the [First Aid HSW Handbook Chapter](#).

The Head of School/Branch (or delegate) is responsible for ensuring a review is conducted.

A review may also be conducted following an incident or a first aid emergency contingency exercise.

First aid requirements should be reviewed in consultation with workers to ensure they remain adequate and effective e.g. first aiders, Health and Safety Representatives (if applicable), Health and Safety Officers and any other people who have responsibilities for first aid. The results of the review could also be tabled at the Health and Safety Committee for review.

A [First Aid assessment template](#) is provided to assist in the review if required (Appendix A).

Alternatively additional information is provided in the First Aid in the Workplace Code of Practice "[the Code](#)" in Appendix B.

**Further Information**

If you require further information, please contact a member of the [HSW Team](#).

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## FIRST AID ASSESSMENT TEMPLATE

You may work with adjacent areas/Schools/Branches e.g. where sharing a floor, if both areas agree.

ASSESSMENT DETAILS			
<b>University of Adelaide – First Aid Assessment</b>		<b>Date of Assessment</b>	
<b>School/Branch</b>			
<b>Location</b> (Building/Floor)			
<b>Assessor(s)</b> (Please print)	<b>Name:</b>	<b>Contact no</b>	
	<b>Name:</b>	<b>Contact no</b>	

STEP 1: ASSESS THE NATURE OF THE WORKPLACE		
Criteria to be Assessed	Answers	
<p><b>Is the workplace remote or isolated?</b></p> <p>A remote or isolated workplace is isolated from the assistance of other people because of the location, time or nature of the work being done. Assistance from other people includes rescue, medical assistance and emergency services.</p>	<p><b>Is not remote or isolated</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>Is remote or isolated</b></p> <p style="text-align: center;"><input type="checkbox"/></p>
<p><b>Is the workplace “high risk”?</b></p> <p>High Risk is defined in the Code of Practice for First Aid in the Workplace, as any workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid. Requires ‘Advanced’ first aider(s), in some situations, as a minimum. Examples of workplaces that may be considered high risk are ones in which workers:</p> <ul style="list-style-type: none"> <li>use hazardous machinery (e.g. mobile plant, chainsaws, power presses and lathes)</li> <li>use hazardous substances (e.g. chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing)</li> <li>are at risk of falls that could result in serious injury (e.g. construction and stevedoring)</li> <li>carry out hazardous forms of work (e.g. working in confined spaces, welding, demolition, electrical work and abrasive blasting)</li> <li>are exposed to the risk of physical violence (e.g. working alone at night, cash handling or having customers who are frequently physically aggressive)</li> <li>work in or around extreme heat or cold (e.g. foundries and prolonged outdoor work in extreme temperatures).</li> </ul> <p>Examples of workplaces that may be considered high risk in the University include: Animal house areas; Chemical storage areas; Labs – laser, radiation, medical, science, engineering – includes PC2; Machine workshops; Plant rooms; Quarantine, mortuary and dissection facilities; or any other areas identified by the Head of School/Branch.</p>	<p><b>Yes High risk</b></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>No Low risk</b></p> <p style="text-align: center;"><input type="checkbox"/></p>

Using the results from **Step 1**, use **tables 1** and **2** below to determine the appropriate number and type of first aiders required (First Aider, Advanced First Aider, Occupational First Aider, Remote First Aider).

Before finalising the number of First Aiders required at a workplace, consider if any other factors indicate the need for more than the minimum number of First Aiders e.g. proximity of other First Aiders, nature of activities conducted and the total number of workers in the area.)

**STEP 2: DETERMINE THE NUMBER OF FIRST AID PERSONNEL REQUIRED**

**WORKPLACE PERSONNEL**

Total workers at the workplace	Remote or Isolated	High Risk	Low Risk
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**FIRST AID PERSONNEL**

Types of First Aiders:	How many First Aiders do you currently have?	How many First Aiders are required to meet the Code? (See table 1 & 2 below)	How many additional First Aiders do you need?
<b>First Aider</b> (Training = Provide First Aid)			
<b>Advanced First Aider</b> (Training – Provide Advanced First Aid, or Health Professional)			
<b>Occupational First Aider</b> (Training = Manage First Aid in the Workplace, or Health Professional)			
<b>Remote First Aider</b> (Training = Provide First Aid in Remote situations)			

**ACTIONS** (Where there is a gap, discuss requirements with your Head of School/Branch (or delegate))

Action(s) required	Who is Responsible
Ensure all First Aiders are recorded on the University <a href="#">First Aid Register</a>	

TABLE 1

NOT REMOTE OR ISOLATED (i.e. North Tce, Waite, Roseworthy and Thebarton Campus)			
High Risk (see definitions)		Low Risk	
No of employees	Minimum number of First Aiders	No of employees	Min. number of First Aiders
For each 25 employees	At least 1 First Aider	For each 50 employees	At least 1 First Aider

TABLE 2

REMOTE OR ISOLATED (examples may include work that is isolated from assistance of other people due to the location, time or nature of the work being done - i.e. a workplace that is over a 20 minute drive from emergency response or medical centre)			
High Risk (see definitions)		Low Risk	
No of workers	Minimum number of First Aiders	No of workers	Min. number of First Aiders
For each 10 employees	At least 1 First Aider (Remote)	For each 10 employees	At least 1 First Aider (Remote)

## FIRST AID ASSESSMENT TEMPLATE

### STEP 3: DETERMINE THE NUMBER OF FIRST AID KITS AND THEIR CONTENTS

Every workplace should have prompt access to:

- at least one First Aid Kit; and
- any other additional first aid modules or items required to appropriately treat all reasonably foreseeable injuries/illnesses that could occur as a result of being at the workplace or as a result of the work performed.

Workplace		Contents (including additional modules – see below)
The number of First Aid Kits held?	The number of First Aid Kits available meets requirements?	The contents of First Aid kits for the Workplace meets requirements?
	Yes / No	Yes / No
If no, action taken		

#### ADDITIONAL MODULES

Ensure consideration is made for additional modules which may be required.

(e.g. nature of the activities conducted at the workplace location/area). Add any of the modules listed below where relevant.

Outdoor Module? Is there risk of insect/plant stings or snake bites?	Remote Module? Is work performed in remote locations?	Burns Module? Is there risk of receiving burns? (e.g. heat, chemical, ultraviolet light)	Marine Module? For boating
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Are Hazardous Chemicals stored or used at this workplace location/area?

- Yes  
 No

**Add any additional items to your first aid kit (e.g. as stated in the Safety Data Sheet)**

#### Communication – Guidance Note

There is an increased risk of serious injury when work is performed in remote locations due to potential delays in accessing emergency services. For this reason it is very important to ensure that **appropriate emergency communication equipment** is provided and the first aid kit(s) remains adequately stocked.

#### Other comments

Refer to the [First Aid Handbook Chapter](#) when completing this assessment for additional information or contact the [HSW Team](#).

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