

## FIRST AID ROOMS

If it is risk assessed by the Associate Director, HR Compliance and Improvement Services in consultation with key stakeholders that a First Aid Room(s) is/are required because the hazards or factors peculiar to the campus indicate that it would be difficult to provide appropriate first aid unless a first aid room is provided then the following should be taken in consideration.

A first aid room is recommended in the Code (section 3.4) 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.

### In accordance with the Approved Code of Practice for First Aid in the Workplace

The following items should be provided in the room in accordance with the Code (section 3.4):

- a first aid kit appropriate for the workplace
- hygienic hand cleanser and disposable paper towels
- an examination couch with waterproof surface and disposable sheets
- an examination lamp with magnifier
- a cupboard for storage
- a container with disposable lining for soiled waste
- a container for the safe disposal of sharps
- a bowl or bucket (minimum two litres capacity)
- electric power points
- a chair and a table or desk
- a telephone and/or emergency call system
- the names and contact details of first aiders and emergency organisations.

#### A first aid room should:

- be located within easy access to a sink with hot and cold water (where this is not provided in the room) and toilet facilities
- offer privacy via screening or a door
- be easily accessible to emergency services (minimum door width of 1 metre for stretcher access)
- be well lit and ventilated
- have an appropriate floor area (14 square metres as a guide)
- have an entrance that is clearly marked with first aid signage.

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.

The location of the first aid room will be determined by the University Health and Safety Committee.

#### A rest area should:

- provide reasonable privacy
- be clean and hygienic
- be separate from any main working area (if possible)
- be furnished appropriately e.g. with a comfortable chair
- be adjacent to toilet facilities.

Where a first aid rest area has been provided, suitable administrative arrangements must be made to ensure the well-being of a person who becomes sick while at work.

If a School/Branch has a designated rest area then arrangements are to be made to supervise the person at frequent intervals. Arrangements to transport the person home or to a medical practice or hospital when appropriate is to be assessed on an ongoing basis.

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