

## FIRST AID ROOMS

If it is risk assessed, by the Director HSW in consultation with key stakeholders, that a University managed 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 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 [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  
(Noting that waste disposal must comply with state or local government requirements.)
- 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 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 Director HSW in consultation with Service Delivery and Space Planning (Infrastructure Branch).

### Health Centre – North Terrace campus

University health practice which is staffed by registered health practitioners can provide medical treatment to staff and students.

Contact the practice on 8313 5050 for an appointment. – Location: Ground floor Horace Lamb building

For life threatening emergencies, always contact the ambulance service (0) 000 and then Security 8313 5444.

HSW Handbook	<b>First Aid Management</b>	Effective Date:	<b>12 July 2019</b>	Version	4.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	<b>12 July 2022</b>	Page	1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.				