

FIRST AID ASSESSMENT TEMPLATE – REMOTE OR ISOLATED WORK PLACE

ASSESSMENT DETAILS			
University of Adelaide – First Aid Assessment		Date of Assessment	
Location of remote/isolated workplace			
Faculty/Division			
Assessor	Name:	Contact no	

STEP 1: ASSESS THE NATURE OF THE WORKPLACE		
Criteria to be Assessed	Answers	
<p>Is the workplace “high risk”?</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. Examples of workplaces that may be considered high risk are ones in which workers:</p> <ul style="list-style-type: none"> use hazardous machinery (e.g. mobile plant, chainsaws, power presses and lathes) use hazardous substances (e.g. chemical manufacture, laboratories, horticulture) are at risk of falls that could result in serious injury (e.g. construction and stevedoring) carry out hazardous forms of work (e.g. working in confined spaces, welding, demolition, electrical work and abrasive blasting) are exposed to the risk of physical violence (e.g. working alone at night, cash handling or having customers who are frequently physically aggressive) work in or around extreme heat or cold (e.g. prolonged outdoor work in extreme temperatures). <p>[Note: Low risk workplaces are where workers are less likely to be exposed to hazards that could result in serious injury or illness. Work-related injuries and illnesses requiring first aid are likely to be minor in nature.]</p>	<p>Yes High risk</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>No Low risk</p> <p style="text-align: center;"><input type="checkbox"/></p>

STEP 2: DETERMINE THE NUMBER OF FIRST AID PERSONNEL AND COMPETENCIES REQUIRED

Using the results from Step 1, use tables below to determine the appropriate number and type of first aiders required

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 medical assistance, nature of activities conducted and the total number of workers in the area.

Total workers at the workplace (headcount)	High Risk	Low Risk
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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STEP 2: DETERMINE THE NUMBER OF FIRST AID PERSONNEL AND COMPETENCIES REQUIRED (Continued)

REMOTE OR ISOLATED WORKPLACE			
<p>(Remote or isolated work is work that 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>In accordance with the Code of Practice – First aid in the workplace (SA)</p>			
High risk workplace (as defined in Step 1)		Low Risk workplace	
No of workers	Minimum number of First Aiders	No of workers	Min. number of First Aiders
For each 10 workers	At least 1 First Aider	For each 50 employees	At least 1 First Aider

FIRST AID PERSONNEL (Note – The names and locations are available from the University's [First Aid Register](#))

- ☐ When considering how many additional First Aiders you need, ensure you have contingency arrangements in place to cover for absences.

How many First Aiders do you currently have?	How many First Aiders are required to meet the Code? (See table 1 & 2 above)	How many additional First Aiders do you need?	Level of training required to administer first aid in the workplace. (This will be based on the risks you have identified in your workplace.) (Refer to Appendix D Types of First Aiders and training requirements for guidance.)
			Provide First Aid Covers the skills and knowledge required to provide a first aid response in a range of situations and workplace settings.
			Provide first aid response in remote or isolated area Covers the skills and knowledge required to provide first aid response including life, support, and to manage one or more casualty until emergency services evacuate the casualty. Applies to operators who are required to assess the situation, factoring in conditions and contingencies arising in a remote/isolated area.
			Other type(s) of trained first aiders – Please specify
			Totals

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		

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STEP 3: DETERMINE THE NUMBER OF FIRST AID KITS AND THEIR CONTENTS (Continued)

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

In addition to the minimum First Aid Kit requirements outlined in Appendix C (HSW Handbook chapter).

OUTDOOR MODULE If work is performed outside and there is a risk of insect or plant stings or snake bites, assess whether the following items should also be included in the first aid kit: <ul style="list-style-type: none"> • a heavy duty 10cm crepe bandage • sting relief cream, gel or spray 	REMOTE MODULE In addition to the basic first aid kit - where people work in remote locations, a first aid kit should include: <ul style="list-style-type: none"> • a heavy duty crepe bandage 10 cm crepe bandage (for snake bites) • large clean sheeting (for covering burns) • thermal blanket (for treating shock) • whistle (for attracting attention) • torch/flashlight. • The appropriate contents will vary according to the nature of the work and its associated risks. 	BURN MODULE If your workers are at risk of receiving burns, you should include the following items: <ul style="list-style-type: none"> • burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply • hydrogel (8 × 3.5 gram sachets) • hydrogel dressings • clean polythene sheets (small, medium and large) • 7.5cm cotton conforming bandage
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Are Hazardous Chemicals stored or used at this workplace location/area?

☐ Yes ☐ No

Add any additional items to your first aid kit/emergency equipment (list in the table below if applicable)

(This may also include emergency spill kits and antidotes (e.g. calcium gluconate gel for hydrofluoric acid (HF) exposure or contact) that are specified on Safety Data Sheets for specific hazardous chemicals. Also ensure additional first aid equipment (e.g. emergency eye wash) is accessible to workers.)

Other items (List in the table below if applicable)

In addition to first aid kits, you should consider whether other first aid equipment is necessary to treat the injuries or illnesses that could occur as a result of a hazard at your workplace. Refer to the [Code of Practice for First Aid in the Workplace](#) Section 3.3 and Appendix E for guidance and examples.

Other comments

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Refer to the local [HSW Team](#) for assistance/advice if required.

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