

This guidance is an extract of the relevant responsibilities for supervisors at the University from the HSW Procedure for [First Aid](#). The responsibilities listed below apply to supervisors of a task or activity or work area and their obligation to ensure an appropriate and effective first aid response. The University's response processes for a first aid/medical incident are set out in the [Emergency Management](#). If you require advice on how to meet these requirements in your workplaces, you should contact hswteam@adelaide.edu.au.

Process: Determining first aid requirements

- Ensure first aid control measures are included, as part of the risk assessment process (including safe operating procedures for the activity), where a specific and immediate response process/antidote/equipment/spill kit is required to reduce the severity and impact of the injury/illness (e.g. where hazardous chemicals causing eye injuries/burns are used).
- Seek information when a worker starts work about any first aid needs requiring specific treatment in a medical emergency (e.g. asthma, diabetes, heart conditions or severe allergies); and if the worker consents, provide this confidential information to local first aider(s) to ensure an appropriate immediate response. (Note: Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary).
- Determine first aid requirements for remote and isolated activities/workplaces as part of your hazard management processes. Refer to Appendix B "First aid assessment template – Remote/Isolated work" as a guide.

Process: Planning – First Aid equipment, first aid kits and contents

First aid kits

- Ensure all workers have access to an appropriate first aid kit.
- Ensure each kit is in a prominent, accessible location where it can
- be retrieved quickly.

Additional first aid equipment

- Ensure additional first aid equipment (e.g. emergency eye wash
- and shower equipment) is accessible to workers. Note: 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.
- Ensure the activities that require additional first aid equipment in an emergency, are not conducted, unless the equipment has been maintained and tested in accordance with the relevant Australian Standard(s).
- Ensure defibrillators that are managed by the local area are maintained in accordance with the manufacturer's requirements.

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Process: Planning – Provision of information, instruction and training for first aiders and staff.

- Ensure staff and other workers (where required) are provided with the appropriate level of information and instruction on the first aid arrangements for the area as part of their local induction.
- Ensure all first aiders and workers are informed of any potential hazards which will require specific and immediate first aid management (e.g. response process/antidote/equipment/spill kit) and that they are provided with the relevant information (e.g. a copy of the Safety Data Sheet) and training on emergency equipment where relevant.
- Ensure staff and other workers (where required) are provided with the appropriate level of information and instruction on the first aid arrangements for the area as part of their local induction.
- Ensure all first aiders and workers are informed of any potential hazards which will require specific and immediate first aid management (e.g. response process/antidote/equipment/spill kit) and that they are provided with the relevant information (e.g. a copy of the Safety Data Sheet) and training on emergency equipment where relevant.
- Ensure first aiders attend the relevant level of first aid training in accordance with the School/Branch/area Training Plan and Appendix D.
- Consider conducting contingency testing, involving workers and first aiders for activities that require a specific and immediate first aid response and make changes to procedures and/or resources if necessary.

Process: Record keeping of First aid treatment

- Ensure that a workplace injury requiring the use of first aid equipment/treatment is recorded in the on-line incident reporting system or app if using your mobile device.
- Follow the process in the HSW Handbook chapter Report a safety issue or incident.

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