IMPLEMENTATION

Aim

To prescribe the responsibilities required to provide appropriate first aid on University premises and/or during University-related activities to ensure the University meets the requirements of the Health, Safety and Wellbeing (HSW) Policy and the relevant sections of the Work Health and Safety Act 2012 (SA) "WHS Act" and Regulations 2012 (SA) "WHS Regulations" and related Codes of Practice for First Aid in the Workplace ("the Code").

1 Objectives

1.1 To ensure that all Schools/Branches have assessed first aid requirements in the workplace with regard to:
- the nature of the work being carried out;
- the nature of the hazards at the workplace;
- the size and location of the workplace; and
- the number and composition of the workers and other persons at the workplace

in consultation with the relevant workers who carry out the work.

1.2 To ensure that:
- an adequate number of workers are trained to administer first aid at the workplace; or
- workers have access to an adequate number of other persons who have been trained to administer first aid or medical assistance (e.g. Health Practitioner – see definitions).

2 Scope

2.1 Inclusions
This process is applicable to all University workplaces.
(In accordance with the WHS Act *workplace* means any place where work is carried out and includes any place a worker goes, or is likely to be, while at work.)

3 Application

3.1 Number of workers
When calculating the number of First aiders a reference to "total workers" means those persons who are **paid** by the University under a **contract of employment.** However, the Faculty/Division/area may include other workers when conducting the first aid assessment where it is considered appropriate e.g. due to the nature of the work and hazards.

3.2 Remote locations (e.g. Field Work/Activity, Trip, Camp)
Where temporary work is performed in remote locations first aid requirements may be assessed using the template in the First Aid Assessment (Appendix B) or through an established remote/field work process; or risk assessment, providing that the minimum requirements of the First Aid in the Workplace Code of Practice are met including kit contents (Appendix C) and training (Appendix D).

3.3 For labour hire workers (e.g. Agency, temp staff, volunteers and contractors (including contractors engaged by Infrastructure Branch and Information Technology and Digital Services Branch for managed services)
The University of Adelaide is responsible for providing initial first aid to these workers if they are injured/ill while working for the University. In the event of injury, their emergency contact/manager/supervisor/project manager/officer is to be notified immediately and an incident/injury report completed.

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3   **Application (Continued)**

3.4   **Contractors – Construction Projects**
If working on a Construction/Capital Work project, the Principal Contractor who manages and is in control of the site/activity, is responsible for ensuring first aid arrangements are in place. University Security will provide assistance in the event of a serious or life-threatening emergency (8313 5444) on campus.

3.5   **Co-location partners (on campus)**
Unless otherwise agreed, co-location partners are responsible for meeting their own requirements under "the Code". University Security will provide assistance in the event of a serious or life-threatening emergency (8313 5444).

3.6   **Building Emergencies/Critical Incidents**
This chapter does not include the first aid procedures in the event of a building emergency (e.g. fire evacuation). Refer to the HSW Handbook Chapter Emergency Management for further information.

3.7   **Implementation of First Aid procedures**
This chapter sets out the requirements to ensure the appropriate equipment, facilities and trained workers are available to manage an incident requiring an immediate and effective first aid response.
The University's response processes for a first aid/medical incident are set out in the Emergency Management HSW Handbook chapter.

4   **Process : Planning – Determining first aid requirements**

Person Responsible	Actions
4.1 **Head of Faculty/Division**	☐ Ensure the WHS Legislative requirements to provide access to first aid equipment, facilities and trained first aiders in your areas of responsibility are met, having regard to the following factors: ☐ the nature of the work being carried out; ☐ the nature of the hazards at the workplace ☐ the size and location of the workplace; and ☐ the number and composition of the workers and other persons at the workplace. ☐ Nominate a person(s) responsible for determining the first aid requirements for your areas of responsibility.
4.2 **Person(s) nominated by the Head of Faculty/Division to determine first aid requirements (for campus related activities)**	☐ Determine the first aid requirements for each campus on an annual basis. ☐ Consult with relevant person(s) in control of the area, workers and health and safety representative (if applicable), having regard to the aforementioned factors outlined in section 4.1, using the First Aid Assessment template Appendix A as a guide, to ensure they are adequate and effective. Where possible: ☐ co-ordinate activities where others have responsibility for meeting the same first aid requirements; and ☐ nominate a first aid point/hub(s) (see definitions) which could be shared by all occupants of a building or buildings. **Following the assessment** ☐ Follow-up with the relevant manager if additional first aid resources/equipment have been identified (i.e. there is a gap/need). ☐ Check and ensure the names of first aiders are recorded on the School/Branch/area HSW Training Plan (or equivalent) in accordance with the HSW Handbook chapter. ☐ Ensure the names of first aiders are included on the University's First Aid register and the names and contact details are appropriately displayed (e.g. website, poster). ☐ Ensure a copy of the completed assessment is available on request (e.g. for audit purposes and/or for reference).

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4 Process : Planning – Determining first aid requirements (Continued)

	Person Responsible	Actions
4.3	**Supervisor/Person in control of the area (including remote or isolated work)**	☐ 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.

4.4	**Director, HSW (or delegate)**	☐ Conduct a risk assessment in consultation with key stakeholders to determine if a Campus first aid room(s) should be established at the workplace (i.e. if it would be difficult to administer appropriate first aid unless a first aid room(s) is/are provided) in accordance with the Code of Practice First aid in the workplace.
		☐ Co-ordinate the process for a trained First Aider to manage the room and access.
		☐ Ensure that the First Aid room is fit for purpose and meets the requirements of the Code of Practice First aid in the workplace in consultation with the First Aider managing the room and Service Delivery (Note: This excludes where this room is part of a medical centre/clinic.)
		☐ Review the risk assessment:
		    ☐ when there is a recommendation from the Incident Management Task Group (e.g. following a significant incident), the Emergency Director or the Incident Response Team; or
		    ☐ when there are changes to operational activities conducted at the workplace which would change the level of risk.
		(Noting that a first aid room is recommended for low risk workplaces with 200 workers or more; or high risk workplaces with 100 workers or more.)

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

	Person Responsible	Actions
5.1	Supervisor/Person(s) in control of the area	**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).
5.2	Faculty Executive Manager/Faculty Executive Director (delegate) or Head of Branch (delegate)	☐ Ensure first aid equipment (e.g. emergency eye wash and shower equipment) is available, tested and maintained in accordance with the relevant Australian Standard(s) where required. For example AS 4775 Emergency eyewash and shower equipment. ☐ Ensure a person(s) or external service provider is/are nominated to maintain the first aid kit(s) and check that the contents meet the requirements of Appendix A or B, at least once every 12 months. ☐ Include scheduled testing of additional first aid equipment on the Schedule of Programmable Events (SPE).
5.3	Manager, Security	☐ Ensure the University's defibrillators that are managed by Security for North Tce, Waite and Roseworthy Campus, are maintained in accordance with the manufacturer's requirements. ☐ Ensure that any wheelchairs are maintained and accessible if required.

6   Process : Planning – First aid signage

	Person Responsible	Actions
6.1	Person(s) nominated by the Head of Faculty/ Division to determine first aid requirements (for campus related activities) in consultation with relevant staff	☐ Ensure well-recognised first aid signs are displayed which will assist workers in easily locating first aiders, first aid equipment and facilities. (Refer Appendix F).

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

	Person Responsible	Actions
7.1	Supervisor/person in control of the area	☐ 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. Continued

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7 **Process : Planning – Provision of information, instruction and training for first aiders and staff (Continued)**

	Person Responsible	Actions
7.1	**Supervisor/person in control of the area (Continued)**	☐ 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.
7.2	**Director, HSW**	☐ Include information on first aid training providers on the HSW Training and induction website.
7.3	**First aiders**	☐ Attend the relevant first aid training course to ensure your training remains current, when directed by your Supervisor. (Refer Appendix D). ☐ Log into and record your training competency in Staff Services Online (SSO) by selecting the Profile tile and selecting Emergency Management. ☐ Attach your training certificate of competency in SSO for University records. ☐ Take part in emergency exercises in accordance with the Emergency management handbook chapter.

8 **Process : Planning – First aid facilities (First aid room) where applicable**

	Person Responsible	Actions
8.1	**Facilities Manager, Service Delivery (at Roseworthy and at Waite Campus)**	If a University first aid room is required by a risk assessment (see section 4.4) ☐ Assist to maintain the University's designated first aid room(s) in accordance with the Code of Practice First aid in the workplace, in consultation with the central HSW Team and nominated First Aider (where applicable). (Refer to Appendix E for additional information.)

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9 Process : Planning – First aid register

	Person Responsible	Actions
9.1	First aider	Where the University has paid for your first aid training ☐ Enter your details in Staff Services Online (SSO) by selecting the Profile tile and selecting Emergency Management.
9.2	Director, HSW	☐ Maintain the First Aid contacts and register (or equivalent register) and display on the HSW website together with First Aid rooms.

10 Process : Planning – Monitoring first aid compliance for First aiders against WHS legislative requirements

	Person Responsible	Actions
10.1	Director, HSW (or delegate)	☐ Map the First Aiders for each building on each campus using the University's First Aid register to ensure there is adequate coverage across each campus in the first quarter of each year. Note: When determining the number of First Aiders required: ☐ use the total workers (i.e. number of persons who are paid by the University at each campus at the beginning of the semester. ☐ include in total campus numbers, qualified and registered Health Practitioners (see definitions). ☐ Provide a summary report to the Faculty/Division Health and Safety Committee for review.
10.2	Chair of the Faculty/Division Health and Safety Committee	☐ Review the annual First aid summary report provided by the Director, HSW in consultation with members, to determine if there is adequate coverage for your Faculty/Division. 　☐ If there is adequate coverage 　　☐ record the outcome of the review in the committee minutes and "no further action required". 　☐ If gaps have been identified 　　☐ Refer the report to the relevant person(s) nominated by the Head of Faculty/Division to determine first aid requirements for follow-up. 　　☐ Monitor and record that corrective actions have been completed: 　　　☐ via the minutes of the HSW Committee; or 　　　☐ by entering the action(s) in the HSW on-line safety system, in consultation with the local HSW Team.
10.3	Local HSW Team (if applicable)	☐ Record and monitor corrective actions in the HSW on-line safety system in consultation with the Chair of the Faculty/Division Health and Safety Committee.
10.4	Faculty Technical Services Manager or equivalent (e.g. Research Technical Services Manager, Faculty HR Manager, or Faculty Executive Manager), or Head of Branch	☐ Monitor the Schedule of Programmable Events (SPE) to ensure first aid activities have been completed as scheduled (e.g. Annual first aid assessment, the maintenance and inspection of first aid equipment) in accordance with the HSW Handbook chapter "Schedule of Programmable Events".

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11   Process : Planning – Response procedures

Person Responsible	Actions
11.1 Executive Director – Infrastructure (or delegate)	☐ Ensure an emergency plan is in place which includes first aid/medical emergency response procedures in accordance with the Code of Practice for First Aid in the Workplace.

12   Process : Record keeping of First aid treatment

Person Responsible	Actions
12.1 All staff (including First aiders)	☐ 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.
12.2 First aiders	☐ Monitor access and usage of the first aid kit(s) and ensure items are replaced as soon as practicable if used. **Administration and records management:** ☐ Record all first aid treatment given/use of first aid equipment. (Note that first aid treatment records are subject to the requirements under the Health Records legislation (e.g. Individual privacy). Further information is available from the Office of the Australian Information Commissioner. ☐ Report any issue/safety concerns in the on-line incident reporting system or app if using your mobile device.

13   Performance Measures

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

14   Definitions

First aid

The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First aid equipment

Includes first aid kits and other equipment used to treat injuries and illnesses.

First aid point/hub

A designated central focal point which:

• is clearly identified with appropriate first aid signage (in accordance with Appendix F); and
• is convenient and accessible to workers at the times they are at work; and
• has an appropriate first aid kit in accordance with Appendix C; and
• is staffed during normal business hours by a trained first aider; or
• is staffed by a person who can contact a trained first aider(s) in the building, to provide the appropriate treatment and support. (Note – the first aid arrangements for after-hours must be displayed if the first aid hub is not staffed during this time.)

Note: A first aid point is not suitable where the timing of first aid treatment is crucial and immediate (e.g. the provision of an antidote or use of an emergency shower/eye wash for the treatment of burns or exposure to a hazardous chemical) unless the lab/area has been nominated as a first aid point.

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14   **Definitions (Continued)**

First Aider
Is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

Health Practitioner
- An appropriately qualified paramedic recognised by the SA Ambulance Service; or
- A doctor registered with the Medical Board of South Australia; or
- A nurse or registered nurse who has current registration with the appropriate professional body.

High risk workplace
Is defined in the Code of Practice for First Aid in the Workplace, as any a 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:
- use hazardous machinery for example mobile plant, chainsaws, power presses and lathes
- use hazardous substances, for example chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing
- are at risk of falls that could result in serious injury, for example construction and stevedoring
- carry out hazardous forms of work, for example working in confined spaces, welding, demolition, electrical work and abrasive blasting
- are exposed to the risk of physical violence, for example working alone at night, cash handling or having customers who are frequently physically aggressive)
- work in or around extreme heat or cold, for example foundries and prolonged outdoor work in extreme temperatures.

Examples of workplaces that may be considered high risk in the University include:
Animal areas, Chemical storage areas, Laboratory areas, Machine workshops; Plant rooms, Quarantine, mortuary and dissection facilities; or any other areas identified by the Head of School/Branch.

Low risk workplace
Is defined in the Code of Practice for First Aid in the Workplace as a workplace where workers are less likely to be exposed to hazards that could result in serious injury or illness. For example, offices, shops and libraries. Work-related injuries and illnesses requiring first aid are likely to be minor in nature.

May indicates an optional course of action

Must indicates a legal requirement that must be complied with.

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.

Remote high risk workplace is a workplace that satisfies the definitions of being both a remote and a high risk workplace.

Should indicates a recommended course of action (in accordance with the Code of Practice).

15   **Useful information and resources**

15.1	**University related documents and policies** • [Provision of HSW information, instruction and training](#) • [Training Plan](#) • [Report a safety issue or incident](#) • [Incident Investigation](#) • [Schedule of Programmable Events](#)
15.2	**Related Legislation and Australian Standards** • [Work Health and Safety Act 2012 (SA)](#) • [Work Health and Safety Regulations 2012 (SA)](#) • [Code of Practice for First Aid in the Workplace (SA)](#) • [Code of Practice for Managing the work environment and facilities (SA)](#) • [AS1319 "Safety Signs for the Occupational Environment](#)

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15   Useful information and resources (Continued)

15.3	**Useful Web-links** • [St John information and Fact Sheets](#) which include Resuscitation, Choking, DRABCD, Burns, Asthma, Fracture, Snake bite, shock, severe bleeding. • [St John – First Aid apps](#) • [Red Cross – First aid apps](#)
15.4	**University Health Practice – North Terrace Campus** Located: Ground Floor, Horace Lamb (8313 5050) is available for staff and students.

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FIRST AID ASSESSMENT TEMPLATE

ASSESSMENT DETAILS

University of Adelaide – First Aid Assessment		Date of Assessment	
Campus/Site			
Faculty/Division			
Assessor(s)	Name(s):	Contact no(s)	

STEP 1: ASSESS THE NATURE OF THE WORKPLACE

Criteria to be Assessed	Answers	
Are there workplaces in the Faculty/Division which are defined as "high risk"? 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: • 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). 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. [Note: Low risk workplaces are where workers are less likely to be exposed to hazards that could result in serious injury or illness (for example offices). Work-related injuries and illnesses requiring first aid are likely to be minor in nature.] Where there is a combination of high and low risk workplaces in the Faculty/Division, <u>determine if</u>: **1.** high risk workplaces will be assessed separately using this template; or **2.** the first aid requirements for high risk workplaces or low risk workplaces will apply across the <u>entire</u> Faculty/Division.	**Yes** **High risk** ☐ List location(s) • • **Assessed as entirely** **High risk** ☐	**No** **Low risk** ☐ **Assessed as entirely** **Low risk** ☐

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STEP 2: ASSESS IF THE NATURE OF THE WORKPLACE AND IF A FIRST AID POINT(S) IS APPROPRIATE		
Criteria to be Assessed		**Answers**

Has a first aid point/hub(s) been nominated for the Faculty/Division/area which is shared by all occupants of a building or buildings.		**Yes** ☐	**No** ☐
If Yes – List location(s) of first aid point/hub below			
Building	**Exact location (e.g. floor, room number etc)**		

STEP 3: DETERMINE THE NUMBER OF FIRST AID PERSONNEL AND COMPETENCIES REQUIRED

Using the results from Step 1 and 2, use table 1 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 other First Aiders, nature of activities conducted and the total number of workers in the area.

Note: It may not be practicable to have a first aider available at all times at the workplace.
However, these workers must be able to access first aid assistance, for example by ensuring they are provided with
- an effective means of accessing the emergency services or first aiders; and
- information, instruction and training on how to respond if a serious injury or illness occurs.

WORKPLACE PERSONNEL

Total workers at the Campus/site (headcount)	High Risk	Low Risk
	☐ Yes ☐ No	☐ Yes ☐ No

TABLE 1

High Risk (see definitions)		Low Risk	
No of workers	**Minimum number of First Aiders**	**No of workers**	**Min. number of First Aiders**
For each 25 workers	At least 1 First Aider	For each 50 workers	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. Ensure if you have a nominated First Aid Point(s)/hub(s) that there are a sufficient number of First Aiders to provide assistance during normal working hours.

How many First Aiders do you currently have?	How many First Aiders are required to meet the Code? (See table 1 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.) Types of First Aiders and training requirements (Refer to Appendix D 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.)
			Other type(s) of trained first aiders – Please specify
			Totals

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FIRST AID ASSESSMENT TEMPLATE

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?	**Burns Module?** Is there risk of receiving burns? (e.g. heat, chemical, ultraviolet light)
☐ Yes ☐ No	☐ Yes ☐ No

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 and shower equipment) 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

Refer to the local HSW Team for assistance/advice if required.

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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	
	Yes **High risk**	**No** **Low risk**
Is the workplace "high risk"? 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: • 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). [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.]	☐	☐

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
	☐ Yes ☐ No	☐ Yes ☐ No

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FIRST AID ASSESSMENT TEMPLATE – REMOTE OR ISOLATED WORK PLACE

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

REMOTE OR ISOLATED WORKPLACE

(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.)
In accordance with the Code of Practice – First aid in the workplace (SA)

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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FIRST AID ASSESSMENT TEMPLATE – REMOTE OR ISOLATED WORK PLACE

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)
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

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

OUTDOOR MODULE	REMOTE MODULE	BURN 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: • a heavy duty 10cm crepe bandage • sting relief cream, gel or spray	In addition to the basic first aid kit - where people work in remote locations, a first aid kit should include: • 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.	If your workers are at risk of receiving burns, you should include the following items: • 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

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

Refer to the local HSW Team for assistance/advice if required.

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FIRST AID KITS [Code of Practice for First Aid in the Workplace]

A check of the first aid kit is to be conducted 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. The check of items includes ensuring the items are in working order, are within their expiry dates and sterile products are sealed and not damaged.

FIRST AID KIT CONTENTS SHOULD INCLUDE THE FOLLOWING ITEMS		
For most workplaces a first aid kit should include the following items	**Standard Workplace Kit**	
	Standard	Additional *
The First Aid instruction Booklet including Cardio-Pulmonary Resuscitation (CPR) flow chart	1	
Note book and pen	1	
Adhesive dressing strips - plastic or fabric packet of 50	1	
Antiseptic liquid/spray 50ml	1	
BPC wound dressings No 14 medium	1	
BPC wound dressings No 15, large	1	
Conforming cotton bandage, 5cm width	3	
Conforming cotton bandage, 7.5cm width	3	
Crepe bandage, 10cm for serious bleeding and pressure application	1	
Disposable, nitrile examination gloves (nitrile is a latex-free rubber suitable for people with latex allergies)	5 pairs	
Dressing – combine pad 9 x 20 cm	1	
Emergency Rescue Blanket (for shock or hypothermia)	1	
Eye pad (single use)	4	
Gauze Pieces 7.5cm x 7.5 cm, sterile (3 per pack)	5 packs	
Instant Ice pack for treatment of soft tissue injuries and some stings	1	
Non-adherent wound dressing/pad 5cm x 5cm (small)	6	
Non-adherent wound dressing/pad 7.5cm x 10cm (medium)	3	
Non-adherent wound dressing/pad 10cm x 10cm (large)	1	
Non-stretch, hypoallergenic adhesive tape – 2.5cm wide roll	1	
Plastic Bags – clip seal	1	
Resuscitation Face Mask or Face Shield	1	
Safety pins (packet of 6)	1	
Saline (15mls)	8	
Scissors	1	
Splinter probes – single use, disposable	10	
Triangular bandage (calico or cotton minimum width 90cm)	2	
Tweezers/forceps	1	
Water - Access to 20 minutes of clean running water or if this is not available hydro gel 3.5gm sachets	5 sachets	
Wound cleaning wipe (single 1% Cetrimide BP)	10	
Additional items (e.g. antidotes)		

The "Additional" column is provided for items identified as high turnover and therefore more stock is needed in addition to minimum requirements.

Note: If Hazardous Chemicals are stored/used at this workplace location/area, access to the first aid information on the Safety Data Sheet is to be available. Each area is to assess how this information will be made accessible and provide appropriate information in/adjacent to the First Aid kit or brief instruction on how to access the information.

DESIGN OF KITS
First aid kits may be of any size, shape or type, but each kit should:
- Be large enough to contain the necessary items;
- Be immediately identifiable with a white cross on green background 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; and
- Be portable

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FIRST AID KITS [Continued]

Some types of workplaces may require additional items to treat specific types of injuries or illnesses. In addition to first aid kits, you should consider whether any other first aid equipment is necessary to treat the injuries or illnesses that could occur as a result of a hazard at your workplace.

SHOWER FACILITIES AND EYE WASH EQUIPMENT
Eye wash equipment should be provided where there is a risk of hazardous chemicals or infectious substances causing eye injuries.

Immediate access should be provided to shower equipment in workplaces 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 or electrical burns or 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—for small, relatively low risk workplaces where a fixed deluge facility would not be reasonably practicable but the risk of serious burns is still foreseeable (for example, a fish and chip shop).

Portable, self-contained eye wash or shower units have their own flushing fluid which needs to be refilled or replaced after use.

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:
- a heavy duty 10cm crepe bandage
- sting relief cream, gel or spray.

BURN MODULE
If your workers are at risk of receiving burns, you should include the following items:
- 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.

OTHER ITEMS
In accordance with the [Code of Practice First Aid in the workplace](#), medication including analgesics like paracetamol and aspirin should not be included in first aid kits because of their potential to cause adverse health effects in some people including pregnant women and people with medical conditions like asthma. The supply of these medications may also be controlled by drugs and poisons laws.

Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

However, workplaces may consider including an asthma-relieving inhaler and a spacer to treat asthma attacks and epinephrine auto-injector for the treatment of anaphylaxis or severe allergies. These should be stored according to the manufacturers' instructions and first aiders should be provided with appropriate training.

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TYPES OF FIRST AIDERS AND TRAINING REQUIREMENTS

In accordance with the Code of Practice for First Aid in the Workplace First aiders should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency. Managers/Supervisors should ensure your first aiders have appropriate training for the risks you have identified in your workplace.

Perform emergency first aid—covers performing basic emergency first aid, expired air resuscitation (EAR) and CPR.

Provide first aid (1 day) - covers the skills and knowledge required to provide a first aid response to a casualty. The unit applies to workers who may be required to provide a first aid response in a range of situations including community and workplace settings.

Provide initial first aid response—deals with providing essential first aid in recognising and responding to an emergency using basic life support measures. This competency applies to operators who have a first aid role as part of their job. This first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required. In this unit it is assumed the first aider works under supervision, either individually or as part of a team, or according to established workplace first aid procedures and policies.

Provide first aid in remote situations—covers the performance outcomes, skills and knowledge required for providing first aid to a casualty in a remote or isolated area and their management over an extended period of time until medical assistance arrives or the casualty can be evacuated. This unit applies to those who will be providing first aid in remote settings within the outdoor recreation sector. This may include those undertaking a leadership role in outdoor recreation activities, like bushwalking or other guided activities in remote locations. This may also include those working for private outdoor adventure companies, volunteer organisations, not for profit organisations or government agencies.

Provide first aid response in remote or isolated area—covers the skills and knowledge required, in a remote or isolated area, to provide first aid response including life support, and to manage one or more casualty until emergency services evacuate the casualty. This unit of competency applies to operators who are required to assess the situation, manage one or more casualty and provide first aid until medical or other assistance arrives while factoring in conditions and contingencies arising in a remote/isolated area.

Maintain first aid resources and records—covers the skills and knowledge required to maintain first aid resources and related records. This unit of competency applies to operators who are required to check the availability and condition of supplies and equipment, get resources, clean equipment, dispose of waste, store resources and manage related records. Depending on the workplace organisational structure the person might be responsible for ordering and purchasing equipment/resources or might get resources once they have been purchased. This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members. This unit of competency applies in a plant, remote facility or similar where there are first aid stations requiring monitoring.

ADDITIONAL TRAINING FOR FIRST AIDERS
First aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. Refresher training in CPR should be undertaken annually and first aid qualifications should be renewed every three years.

First aiders should do additional first aid training to respond to specific situations at their workplace. For example, where workers or others at the workplace have existing medical conditions, first aiders should be trained to respond to these conditions if the topic has not been covered in previous first aid training. *(Noting that information about a worker's health **must** be kept confidential and only provided to first aiders with the worker's consent.)*

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TYPES OF FIRST AIDERS AND TRAINING REQUIREMENTS

Nationally Recognised Training providers
Please refer to the HSW Training webpage for suggested training providers
(under the section Information and Training, External Training Courses).

Note: This table summarises the level of competency for the most popular training courses.
For more specialised and advanced training courses, refer to the Recognised Training Organisation's website.

FIRST AID COURSES - NATIONALLY RECOGNISED		
First Aid types	**Relevant National Course**	**As a guide Duration of Course**
Provide cardiopulmonary resuscitation	Provide cardiopulmonary resuscitation HLTAID001;	½ day
Provide basic emergency life support	Provide cardiopulmonary resuscitation HLTAID001; Provide basic emergency life support HLTAID002;	1 day
Provide first aid	Provide cardiopulmonary resuscitation HLTAID001; Provide basic emergency life support HLTAID002; Provide First Aid HLTAID003.	1 day or 2 day course
Provide first aid in remote locations	Provide cardiopulmonary resuscitation HLTAID001; Provide basic emergency life support HLTAID002; Provide First Aid HLTAID003. Provide first aid in remote situations HLTAID005	3 days

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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.

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FIRST AID SIGNS

All first aid signs are to be in accordance with AS1319 "Safety Signs for the Occupational Environment"

An example of a First Aid signage is as follows (extracts from AS 1319)

AS 1319—1994   14

2.3.5 Emergency information signs Emergency information signs shall comprise a white symbol or worded legend, or both, on a green rectangular sign with white enclosure. Where two or more signs are required at the one location, they may be placed on the one signboard, but each sign shall have its own white enclosure. Typical signs are shown in Figure 2.7.

NOTE: This Standard excludes EXIT signs of the type specified in AS 2293.1 for use inside buildings.

FIGURE 2.7   EMERGENCY INFORMATION SIGNS

AS 1319—1994   32

TABLE B4
EMERGENCY INFORMATION SIGNS
(Note 1)

Sign No.	Sign	Meaning
471		First aid
472		Emergency (safety) eye wash (Note 2)
473		Emergency (safety) shower (Note 2)

NOTES:
1 The use of directional arrows with these signs is given in Clause 3.4.5.
2 It is recommended that text indicating the required washing time (e.g. 'wash eyes for 15 minutes') be added to these signs, as the required washing time will be frequently underestimated. Because Sign No. 472 did not quite reach the minimum comprehension level when tested to AS 2342, the added text should also ensure that the sign is understood.

Should you require any further information please contact any member of the local HSW Team.

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