

FIRST-AID IN THE WORKPLACE

Facilitator Guide



Timings	Facilitator Notes	Resources
30 mins	DISCUSS Learning outcomes and assessment criteria for the First-Aid unit.	Slide 1 Slide 2
	EXPLAIN <i>Refer First aid in the workplace COP - s1.1 The meaning of key terms:</i> • First aid • First aider • First aid facilities • High risk workplace • Low risk workplace	Slide 3 Slide 4 Slide 5 Slide 6 Slide 7
	DISCUSS <i>Refer First aid in the workplace COP - s1.2 Who has health and safety duties in relation to first aid?</i> • PCBU • Officers • Workers	Slide 8 Slide 9 Slide 10
	DISCUSS <i>Refer First aid in the workplace COP - s1.3 What is required in providing first aid?</i> Discuss Risk Management process in regards to identifying what first aid arrangements need to be provided for the workplace. Highlight consultation with other business operators who are involved in the same activities or who share the same workplace being a shared responsibility EXPLAIN <i>Refer First aid in the workplace COP - s3.7 providing first aid information</i> Explain that once the first aid requirements have been ascertained, that information needs to be provided to workers: • the location of first aid equipment and facilities • the names and location of persons trained to administer first aid	Slide 11 Slide 12

	the procedures to be followed when first aid is required. ASK Where would you typically find a business sharing a first aider?	
	How to determine first aid requirements for your workplace <i>Refer First aid in the workplace COP - s2 How to determine first aid requirements for your workplace</i> <i>Refer First aid in the workplace COP - Appendix B</i> DISCUSS - the nature of the workplace hazards - size and location of the workplace - the number and composition of workers and other people Discuss example - Appendix B of COP ACTIVITY Have participants break into groups and complete an 'Example of first aid assessment' using their workplace as an example.	Slide 13
	DISCUSS <i>Refer First aid in the workplace COP – s3 First aid equipment, facilities and training</i> <i>Refer First aid in the workplace COP – Appendix C</i> Discuss first aid equipment, facilities and training including; - first aid kits - first aid signs - other first aid equipment - first aid facilities - first aiders - first aid procedures - providing first aid information ASK Ask participants the below questions and ask them to locate them within the COP.	Slide 14 Slide 15 Slide 16 Slide 17 Slide 18 Slide 19 Slide 20 Slide 21 Slide 22

	• If mobile workers are required to drive and perform work at different worksites, do they need a first-aid kit? • What is the different between a first aid room and a health centre?	
	DISCUSS <i>Refer First aid in the workplace COP – s4 reviewing first aid requirements</i> Discuss the need to regularly review your first aid requirements	Slide 23
	DISCUSS <i>Refer Student Notes - Prohibited Medications</i> Discuss what can and can't be stored in a first aid kit	Slide 24

Version	Date	Author
1	30/06/2018	WHSQ