

 Central Highlands Regional Council	PROCEDURE	
	First Aid Management	
ECM NO: #859997	DEPARTMENT:	Office of the CEO
EFFECTIVE DATE: 13/08/2018	UNIT:	Safety and Wellness

1.0 Purpose and Scope

Central Highlands Regional Council (council) is committed to the health and safety of all persons in the workplace. The purpose of this procedure is to define the process for managing first aid across council workplaces.

This procedure applies to all employees and workers who carry out activities in any capacity for council.

2.0 References

Work Health and Safety Regulation 2011 s42
First Aid in the Workplace Code of Practice 2014
AS 1319:1994 – Safety signs for the occupational environment

3.0 Definitions

First Aid is 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 Officer is a person who has successfully completed a nationally accredited training course

First Aid Equipment means first aid kits and other equipment used to treat injuries and illnesses.

First Aid Facilities includes first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

First Aid Qualification refers to Provide First Aid, Remote First Aid or Occupational First Aid qualification

Supervisor refers to supervisor, overseer, coordinator, manager, executive manager, general manager, chief executive officer or any other worker who is required to direct and control other workers

4.0 Procedure

4.1 Risk Assessment of First Aid Requirements

A risk assessment is to be conducted for first aid and appropriate controls implemented. As part of the risk assessment process, consideration should be given to the nature of the work being undertaken and how often and for how long workers are exposed to potential hazards. In addition, take into account the size and layout of the workplace, the distance from the nearest first aid facility or medical facility and the number and distribution of the workers at various workplaces.

4.2 Appointment of First Aid Officers

All workers must have ready access to a First Aid Officer (Provide First Aid qualification as a minimum).

Where workers are at risk of injury or work caused illness in a remote or isolated area, workers should have access a person with a current Remote First Aid qualification. Where appropriate, a person trained in

Occupational First Aid may be required. It is recommended for a low risk workplace to have one first aider for every 50 workers. For a high risk workplace it is recommended to have one first aider for every 25 workers.

Managers and supervisors should consider the following when approving First Aid Officer positions:

- Ability to remain calm in an emergency
- Reliability and amount of time spent in the workplace (i.e. employment status)
- Ability to complete the required certification and use the knowledge and skills appropriately
- Willingness to be vaccinated against communicable diseases (e.g. Hepatitis A and B)

Appointed First Aid Officers will retain the appointment provided there is an identified need and their certification is current.

The payment of the relevant industrial award allowance to the First Aid Officer will only be made on authorisation of management.

The identities of First Aid Officers will be displayed on the area Safety and Wellness noticeboards.

4.3 First Aid Facilities

4.3.1 First Aid Kits

The size and type of first aid kit will be determined by a risk assessment. As a minimum, the contents will provide for treatment of:

- Cuts, scratches, punctures, grazes and splinters
- Muscular sprains and strains
- Minor burns
- Amputations and/or major bleeding wounds
- Fractures and broken bones
- Eye injuries
- Shock

Depending on the type of activities conducted and/or the remoteness of the work location, additional contents may be required. Refer Appendix 1 for contents listings. The contents of first aid kits will be checked and replenished on a regular basis by an external contractor. All persons responsible for first aid kits are to ensure they are made available for checking on request.

4.3.2 First Aid Room

A first aid room should be established at the workplace where there is a low risk workplace with 200 or more workers, a high risk workplace with 100 or more workers, or where a risk assessment indicates this would be an appropriate control.

4.3.3 Other equipment

A risk assessment will determine the requirement at respective work areas for defibrillators, emergency showers and eye wash stations.

4.3.4 Signage

First aid kits and first aid rooms should be clearly marked with standardised first aid signs that are compliant with AS 1319:1994 – Safety signs for the occupational environment.

Where practicable, the names of First Aid Officers in addition to a current list of emergency personnel should be displayed near or adjacent to the first aid kits.

4.4 First Aid Records

A record of any first aid administered must be made in the Register of Injury (in first aid kit). All records will be managed by the Safety Advisors. First aid treatment may also be captured on council's Incident Report form.

4.5 Remote and Isolated Workers

Communication in remote and isolated workplaces can be restricted in many locations across council. In identified areas, staff will be issued with a Tracer Trak satellite tracking device that enables them to raise the alarm in the event of a breakdown or medical emergency. Many of camps also have access to a land line which can also be used to call emergency services.

Remote first aid kits will be supplied in remote locations, e.g. construction camps

4.6 Confidentiality

Personal information about the health and a work or other persons is confidential. Disclosure of first aid administered shall be restricted to health professionals and (with the worker's written consent) council's Safety Advisors or Health Advisor/Rehabilitation and Return to Work Coordinator.

4.7 Employee Assistance Program

In the event of a serious workplace incident, workers (including first responders such as First Aid Officers) have access to debriefing and/or counselling through Council's Employee Assistance Program.

5.0 Responsibilities

All employees have the responsibility to:

- Adhere to the requirements of this procedure

Supervisors have additional responsibilities to:

- Ensure all employees have access to this procedure

Managers have additional responsibilities to:

- Assist in the implementation of this procedure

The Safety and Wellness Team has additional responsibilities to:

- Implement and monitor this procedure

6.0 Procedure Review

This procedure will be reviewed no later than five years from its adoption or when any of the following occurs:

- Relevant legislation, regulations, codes of practice, standards or associated policies are amended and/or replaced;
- At the direction of the Chief Executive Officer / Executive Team / Manager Safety and Wellness

Appendix A – First Aid Kit contents

ITEM	USE
Adhesive strips (assorted sizes)	For minor wound dressing
Non-allergenic adhesive tape	For securing dressings and strapping
Eye pads	For emergency eye cover
Triangular bandage	For slings, support and/or padding
Conforming bandages	To hold dressings in place
Crepe bandages	For serious bleeding and pressure application
Non-adhesive dressings	For wound dressing
Safety pins	To secure bandages and slings
Scissors	For cutting dressings or cloth
Kidney dish	For holding dressings and instruments
Small dressings bowl	For holding liquids
Gauze squares	For cleaning wounds
Forceps/tweezers	For removing foreign bodies
Disposable latex, nitrile and vinyl gloves	For infection control
Sharps disposal container	For infection control and disposal purposes
Saline solution	For emergency eye wash of for irrigating eye wounds. This saline solution must be discarded after opening.
Resuscitation mask	To be used by qualified personnel for resuscitation purposes
Antiseptic liquid/spray	For cleaning wounds
Plastic bags	For waste disposal
Notepad and pen/pencil	For recording information about the patient and treatment given
Instant ice pack	For the management of strains, sprains and bruises
Splinter probes	For removal of splinters
BPC wound dressing	For wound dressing
Combined pad dressing	For wound dressing
Thermal/emergency blanket	For shock and hypothermia
Hydro gel	For burns

First aid kits for outdoor workplace or remote location should also contain:

ITEM	USE
Heavy duty crepe bandages	10cm wide and sufficient quantity to bandage lower limbs to immobilise limb after snakebite.
Splint	To immobilise limb after a snake bite or fractures
Melaleuca hydro gel burn dressings	If there is no cool water supply
Large burns sheet	For covering burn areas
Clean sheeting	For cooling and dressing burns
Thermal/emergency blanket	For the management of shock and to assist portability of a patient.
First aid manual or book	For reference
Torch and/or flashlight	For use at night and for attracting attention
Whistle	For attracting attention

First aid kits for burns should also contain:

ITEM	USE
Burns treatment instruction	For reference
Hydro gel	If there is no cool water supply
Melaleuca hydro gel dressings	If there is no cool water supply
Large burns sheet/Polythene sheets	For covering burn areas
Clean sheeting	For cooling and dressing burns
Cotton conforming bandage	To hold dressings in place