

4.06 First Aid Policy

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Related policies or other documents:	12.23 <i>Allowances – General Staff</i> 4.06a <i>Allowance Form</i> 4.06b <i>First Aid Kit Checklist</i> 4.06d <i>First Aid Report Form</i> 4.06A <i>First Aid Position description</i> 4.06B. <i>First Aid -Location</i> 4.05a <i>Incident Report</i>

Rationale and Scope

First aid provides the initial and immediate attention to a person suffering an injury or illness. The University will provide first aid facilities and resources that are adequate for the initial response to injury and illness that may arise at the workplace.

Legislative requirements relating to the provision of amenities and assistance in emergencies and minimum compliance requirements for first aid kits and first aid training are set out in the *OHS Regulation 2001*. *WorkCover's Guide to First Aid in the Workplace - 2001* provides additional guidelines.

This policy covers the rules and requirements for the provision of such facilities and resources.

Policy

4.06.01 The University will ensure that there is at least one qualified First Aid Officer at each location as set out in Section **4.06B**.

4.06.02 First Aid Officers must hold/be a

- current first aid certificate issued after successful completion of a WorkCover approved first aid course; or
- person who holds a current occupational first aid certificate issued after successful completion of a WorkCover approved first aid course; or
- level 3 or greater New South Wales ambulance officer; or
- registered nurse; or
- medical practitioner.

- 4.06.03** The University will be responsible for the provision of suitable training for identified First Aid Officers, and individual Cost Centres will be responsible for the costs associated with that training.
- 4.06.04** All officially appointed First Aid Officers will receive a *First Aid Allowance* (as set out in **12.23 Allowances – General Staff**) to carry out their role as defined in Section **4.06A**. First Aid allowances are funded by the respective Cost Centre/s.
- 4.06.05** Such appointment and allowance will only apply for as long as:
- (a) the First Aid Certificate is current;
 - (b) the staff member is willing to carry out the role; and
 - (c) the staff member remains in the same geographic location.
- 4.06.06** Where a staff member who is currently a First Aid Officer accepts, or is transferred/redeployed to another position in the University, the continuation of their allowance will be subject to the need for a First Aid Officer in the new position/area.
- 4.06.07** Where a staff member is on leave without pay, the First Aid Allowance will not be paid for that period.
- 4.06.08** The First Aid Allowance will continue to be paid where a staff member is on annual leave.
- 4.06.09** For other types of leave in excess of four weeks, the First Aid Allowance will not be paid for that period.
- 4.06.10** OHS Working Groups, in consultation with Cost Centres, will annually review the number of First Aid Officers required for their Working Group area by considering the following factors:
- number of people at a particular location;
 - staff movements over the preceding review period;
 - type of work/activity being undertaken; and
 - location of the workplace.
- 4.06.11** In some areas of the University, it may be deemed necessary to provide WorkCover approved Senior First Aid or Occupational First Aid and/or remote area first aid training for additional staff, e.g. where the work activities pose a higher than normal risk, or where there is a requirement in a staff member's substantive Position Statement to continue to hold such a qualification. Such staff will not receive the allowance, as they do not have the accountabilities of the designated First Aid Officers as set out in **4.06A**.

First Aid Kits

- 4.06.12** The University will ensure that adequately stocked First Aid Kits are available and under the control of a First Aid Officer. All kits must be compliant with the provisions of Clause 20(5) of the *OHS Regulation 2001*.

In addition, depending on risk assessment outcomes for individual areas, additional items or equipment may be required.

- 4.06.13** The provision of and replenishment of First Aid Kits will be funded by the respective Cost Centre.
- 4.06.14** OHS Working Groups, in consultation with Cost Centres, will annually review, using risk assessment process, the number and type of First Aid Kits required for their area.

First Aid Room

- 4.06.15** The University will provide a designated First Aid Room, compliant with the provisions of Clause 20(7) of the *OHS Regulation 2001*.
- 4.06.16** The University Medical Centre located within the Armidale Campus is available for injured staff and medical emergencies.
- 4.06.17** Trained first aid personnel in charge of first aid room must
- hold a current occupational first aid certificate issued after successful completion of a WorkCover approved first aid course; or
 - be a Level 3 or greater New South Wales ambulance officer; or
 - be a registered nurse; or
 - be a medical practitioner.
- 4.06.18** Additional “sick bay” areas may be designated in various locations on campus.

Off campus

- 4.06.19** Where staff are working off campus at a workplace controlled by another entity, first aid provisions will be as provided by the other entity.
- 4.06.20** Staff members who are required to undertake activities away from the campus are required to carry out a risk assessment as set out in Section **4.13** *Fieldwork*. Suitable first aid requirements will be identified as an outcome of completing Form **4.13a** *Fieldwork Planning Checklist*.

Procedures

- 4.06.21** Where the need for one or more First Aid Officers is identified, expressions of interest will be called from amongst the staff in the relevant area/s to fill the positions.
- 4.06.22** The selection of the appropriate First Aid Officer will be determined by the relevant Head of Cost Centre.
- 4.06.23** Upon appointment, a First Aid Officer will be formally notified by Human Resource Services, and a copy of the notification and their qualifications will be placed on their Personnel file.

- 4.06.24** Upon attainment of the relevant qualification, the allowance will be initiated for the period of the currency of the qualification.
- 4.06.25** Towards the end of the period of currency of the qualification, First Aid Officers will be advised that they need to renew their certification if they wish to continue in the role.
- 4.06.26** Training will be organised by the Organisational Development unit both for new First Aid Officers, and/or for renewing the qualifications of existing First Aid Officers.
- 4.06.27** First Aid Officers will ensure that an *Incident Report Form (4.05a)* is completed for every incident that they attend.

References

OHS Act 2000

OHS Regulation 2001

WorkCover's Guide to First Aid in the Workplace - 2001

Further Information

Occupational Health and Safety Unit

ext 3232