

*Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and a smoke-free environment, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

### **POSITION OBJECTIVE:**

The First Aid Officer will be responsible to the Head of Cost Centre for the provision of initial first aid response, provide advice of first aid requirements and ensure that first aid facilities and supplies are maintained.

### **DUTIES:**

First aid officers will:

- ensure that their qualifications are up to date and renewed as required;
- ensure that information is displayed identifying First Aid Officer in their area of work.
- be readily available for the building(s)/designated area(s) allocated to them and respond immediately to any requests for first aid assistance;
- provide first aid services in the event of emergency evacuations that require such actions;
- maintain their allocated first aid kit/s by conducting regular stock-takes and obtaining relevant supplies through normal Cost Centre purchasing procedures;
- make recommendations to the Head of Cost Centre for the additional items for inclusion in first aid kits, e.g. ice packs, band-aids, protective resuscitation masks;
- keep abreast of changes in first aid techniques, practices and legislation by attending regular update or briefing sessions as required;
- require staff to complete an Incident Report for all work related injuries and ensure that all first aid treatments are documented.
- prepare quarterly reports on the number of incidents and usage of the first aid supplies in their area of responsibility;

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