It is the responsibility of Heads of School and Directors to ensure provisions are in place for First Aid response. This includes the provision of adequate:

1. trained First Aiders; and
2. Appropriate and compliant First Aid kit/s in the workplace/s they have control of.

WHS F050 First Aid Kit Contents Checklist provides guidance for First Aid provisions based on NSW First Aid in the Work Place Code of Practice 2015, for most work environments at the University. Where Directors or Heads of School are accountable for complex work environments (e.g. several buildings, various locations, field work and/or large numbers of personnel), this assessment checklist may assist in the process of determining additional First Aid facilities and resources, if required.

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| --- | --- |
| **Name of area** |  |
| **Assessment completed by** | 1. 2. 3. |
| **Date** |  |

| **Considerations when determining First Aid provisions** | | **Implication on First Aid provisions required i.e. additional items needed?** |
| --- | --- | --- |
| 1. **The nature of work being performed** | |  |
| Description of the work being performed | *What activities are being performed? What materials are being handled?* |  |
| 1. **The nature of hazards** | |  |
| List hazards that require specialised/additional First Aid requirements e.g. work with Hydrofluoric acid, phenol etc | How could the hazard cause harm? E.g. Severe chemical burn targets bone | First Aid provisions required. E.g. Flush with water followed by liberal application of calcium gluconate. Take to hospital ASAP. |
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| 1. **The size and location of the work environment** | |  |
| Description of the work environment | *Describe the workplace where first aid may be needed e.g. office, Laboratory, field-work.* |  |
| The number of floors |  |  |
| Access between floors/around workplace | *E.g. Lifts and stairs, swipe access arrangements. Consider whether it would be easy to reach a First Aider on another floor? Would it be easy for a First Aider to travel to all areas where they may be needed if called to attend an emergency?* |  |
| **For Field work and remote work** | |  |
| Nearest hospital | *Distance away and name; if life-threatening incident could occur and timely access to a hospital cannot be assured advanced training and kit may be necessary.* |  |
| Nearest medical or occupational health service | *Distance away and name; if life-threatening incident could occur and timely access to a hospital cannot be assured advanced training and kit may be necessary.* |  |
| Maximum time to medical service | *Time away; if persons are in a remote/poor access area then contact with specialist evacuation may need to be considered (e.g. aerial)* |  |
| 1. **The number and composition of Workers and other people** | |  |
| Number of Workers at typical and peak times |  |  |
| Number of other persons (students, visitors) at typical and peak times |  |  |
| After hours worked | *Yes – Often by many / Yes – Rarely by few / No* |  |
| Remote or isolated Workers | *If yes, describe additional first aid arrangements for them e.g. individual first aid kit* |  |
| 1. **Other considerations** | |  |
| History of injuries and illnesses in the last 12 months |  |  |
| Do safety data sheets, labels, other hazard documentation specify a first aid response? | *If so, outline any specialist response not already addressed by a standard first aid kit or training etc. For example, calcium gluconate, sting-ray, snake bandage.* |  |
| Other | *Include any other information relevant to the first aid needs e.g. if there are persons with disability or known health concern.* |  |

| **Conclusions/Summary of First Aid Requirements** | | |
| --- | --- | --- |
| Number of First Aiders needed | *The following ratios are recommended:*   * *Low risk workplaces – one first aider for every 50 workers.* * *High risk workplaces – one first aider for every 25 workers.* * *High risk work environment that do not have timely access to medical and ambulance services should have at least one First Aider for every 10 workers.* |  |
| Training and competencies for First Aiders | *First Aiders shall complete a course in 'Provide First Aid' or 'Provide Advanced First Aid' or equivalent.*  *First Aiders shall attend refresher training in CPR annually and First Aid qualifications remain valid for three years.*  *Add in any other additional training required (e.g. Anaphylactic Management).*  *Training is accessible via Web Kiosk.* |  |
| Number and location of First Aid kits | *Based on the assessment above outline the number and locations of First Aid kits required for the specified work environment.* |  |
| Type of First Aid kit | *Vehicle kits? Standard kits as per WHS F050 First Aid Kit Contents Checklist? List any additional items to be included in kits.* |  |
| First Aider responsible for maintaining kit/s | *Insert name of the nominated First Aider. If there is more than one First Aider, then state whether one or all are responsible for this kit.* |  |

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| ***Records Storage Instructions*** |
| *This completed form must be recorded in TRIM Container A17/29 utilising a TRIM license in your School/Business Unit. Only the HR Team is able to* ***view*** *records in this container.* |