

## Purpose

1. This policy sets out the Commission's provision of first aid services in accordance with the *Work Health and Safety Regulations 2011* and First Aid in the Workplace Code of Practice. This policy supports the Commission's obligations under the *APSC Enterprise Agreement 2018-21* and the Health and Safety Management Arrangements.

## First Aid Services

### First Aid Arrangements

2. Human Resources are responsible for all administrative arrangements related to first aid services in the Commission including amendments to this policy.
3. The Commission appoints [First Aid Officers](#) to administer first aid treatment and are not a replacement for paramedics. Emergency Services (triple zero/000) should always be called for serious incidents or in the event a FAO or suitably qualified person is not available.
4. Personal medication such as paracetamol is not provided or administered by FAOs. Others, including FAOs may assist by retrieving the medication but should not administer it.

### First Aid Officers

5. As a low risk workplace, the Commission will maintain where possible, a minimum of one (1) FAO for every 50 workers at Commission workplaces. Employees in workplaces with less than 50 workers may nominate to become a FAO by writing to Human Resources.
6. Full-time ongoing employees are eligible to become FAOs. Part-time and non-ongoing employees may be considered in exceptional circumstances.
7. FAO appointments are approved and reviewed by the Workplace Relations/Health and Safety Committee. FAOs not fulfilling their duty outlined in section 31 of this policy may have their status revoked by the Workplace Relations/Health and Safety Committee.
8. FAOs must not provide first aid assistance that is beyond their level of training unless directed and supervised by an authorised person. If a situation arises where the FAO is not qualified to provide appropriate treatment, Emergency Services should be contacted immediately.
9. All first aid assistance provided must be recorded in the '*Register of Injuries*' book by the relevant FAO. FAOs should also ensure HR is notified of any incident or health hazards associated with an incident via the relevant Incident and Hazard Notification Form.

### First Aid Qualifications

10. FAOs are required to maintain a Senior First Aid qualification as a minimum. Other qualifications may be required from time to time as determined by the Workplace Relations/Health and Safety Committee. All first aid training, including annual CPR refresher courses, is paid for by the Commission. Adequate time will be provided to FAOs during ordinary working hours to attend first aid training.
11. HR requires evidence of all first aid qualifications for audit purposes and to enable payment of the allowance.

### **First Aid Allowance**

12. Qualified FAOs will be paid a fortnightly allowance in accordance with the Enterprise Agreement.
13. The allowance will be suspended when a FAO is unable to perform the role due to an expired qualification or a leave of absence from the workplace for periods of eight weeks or more, such as long service leave or on secondment.

### **First Aid Rooms**

14. First aid rooms will be provided in accordance with the Code and should only be used under the direction of a FAO.
15. First aid rooms are not intended for extended use (more than 2 hours at a time), or be used for any other purpose other than first aid assistance or the storage of first aid equipment.
16. FAOs are to ensure the cleanliness and appropriate usage of rooms by conducting regular checks. Issues related to cleanliness and use should be referred to Property Services.

### **First Aid Kits**

17. The Commission will provide basic first aid kits to each FAO and first aid room. Workplaces that do not have access to a FAO/first aid room will be provided with a basic first aid kit as appropriate.
18. First aid kits must be clearly visible and accessible to all workers and visitors in the workplace. First aid kits should be maintained in accordance with the Code and supplies must be suitable for use (not deteriorated and within expiry dates).

### **Ambulance or Other Transport**

19. This policy does not prevent anyone calling Emergency Services to provide assistance to an injured or ill person. Where transport is required, associated costs are the responsibility of the injured or ill person.
20. For work related injuries or illness that results in the transportation of a person, a workers' compensation claim may be submitted to seek reimbursement of transport costs noting the decision to accept or deny such a claim is determined by Comcare.

### **Automatic External Defibrillators**

21. The Commission provides a number of Automatic External Defibrillators that are designed to be used by trained or untrained persons.
22. AEDs are located in first aid rooms or prominent locations (such as the Learning Centre) and FAOs are responsible to conduct regular checks of AEDs to ensure they are functioning. HR should be notified of any issues related to AEDs in the workplace.

### **Sharps Disposal Units**

23. Sharps waste is classified as bio hazardous waste and must be carefully handled. Disposal units are generally located in first aid rooms or with a FAO and can be used for:
  - a. syringes & injection devices
  - b. blades
  - c. contaminated glass & some plastics.
24. FAOs are responsible for disposing and replacing the yellow sharps boxes once they are full by contacting Daniels Health on 1300 66 77 87 and providing HR with the invoice for payment.

### **Adrenaline Autoinjectors**

25. FAO's do not have access to adrenaline autoinjectors however employees who are required to carry a personal autoinjector are encouraged to discuss their requirements with their manager, FAO and any other person they feel comfortable with.
26. Anyone can administer an autoinjector in an anaphylaxis emergency by following the simple steps provided with the injector or at [www.allergy.org.au](http://www.allergy.org.au).
27. Emergency Services should be contacted immediately following the use of an adrenaline autoinjector.

## **Responsibilities**

### **Managers**

28. Managers are responsible for:
  - a. recognising the responsibilities of FAOs in their team and ensuring appropriate time is provided during work hours to facilitate the completion of FAO duties in accordance with this policy
  - b. managing their employees' health and wellbeing and ensuring appropriate treatment is sought in a timely manner
  - c. ensuring workers and visitors are aware of first aid access and protocols.

### **Employees**

29. Employees are responsible for:
  - a. contacting FAOs prior to using the first aid room
  - b. ensuring they have the appropriate medication for their medical conditions including ways of administration
  - c. reporting all accidents and injuries to HR
  - d. facilitating visitor and contractor/consultant access to FAOs where required.

### **Contractors, Consultants and Visitors etc.**

30. Contractors, consultants and visitors are responsible for advising a Commission employee if they are unwell and require first aid assistance or access to the first aid room.

### **First Aid Officers**

31. First Aid Officers are responsible for:
  - a. providing first aid services to those in need
  - b. maintaining their qualifications and providing evidence of this to HR
  - c. ensuring the cleanliness and appropriate use of the First Aid Room by conducting regular checks and reporting any issues to Property Services
  - d. conducting regular checks of AEDs to ensure they are functioning
  - e. completing the Register of Injuries for any first aid assistance provided.

## **Further information**

- a. [Work Health and Safety Regulations 2011](#)
- b. [First aid in the workplace code of practice 2016](#)
- c. [APSC Enterprise Agreement 2018-21](#)
- d. <http://www.triplezero.gov.au/Pages/default.aspx>
- e. [Australasian Society of Clinical Immunology and Allergy](#)

f. [How to give an EpiPen®](#)

*Document control*

<i>Version no.</i>	<i>Implemented by</i>	<i>Endorsed by</i>	<i>Review date</i>
2.0 January 2017	Danielle Chesher	Group Manager, Corporate	December 2018