



First Aid Procedure

1. Procedure

1.1 First Aid Officers

The Board of Management will determine which Employees/Volunteers would like to be trained as First Aid Officers.

The Co-ordinator is to arrange the training for First Aid Officers.

A copy of the First Aid Officers' qualifications are to be filed on their personnel file.

Where First Aid Officers exist, the name of the First Aid Officers is to be located next to the First Aid Facilities.

2. First Aid Kit

The contents of the First Aid Kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

The following items should be included in a basic First Aid Kit:

- Emergency services telephone numbers and addresses;
- Basic first aid notes;
- Individually wrapped sterile dressing;
- Sterile eye pads;
- Sterile covering for serious wounds;
- Triangular bandages;
- Safety pins;
- Small sterile un-medicated wound dressing;
- Medium sterile un-medicated wound dressing;
- Large sterile un-medicated wound dressing;
- Adhesive tape;
- Elastic or crepe bandages;
- Scissors;
- Disposable latex gloves;
- Approved resuscitation face mask fitted with a 1-way valve;
- Eye-wash (once –only use container) & guidance notes;
- Disposable face mask;
- Protective eye glasses;

The First Aid Kit must be inspected by the First Aid Officer regularly. The First Aid Officer must notify the Co-ordinator if stock needs to be replenished

The Co-ordinator will ensure the stock is ordered, delivered and given to the First Aid Officer to restock the facilities.

3. First Aid Treatment

If a person requires First Aid treatment the nearest First Aid Officer must be contacted to administer First Aid treatment.

The First Aid Officer must record the following information:

- Name and location of person;
- Type of injury, if known;
- Urgency of matter; and
- Determination if other assistance is required.

The First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.

Where an injury is a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Officer will determine if an ambulance is required. The First Aid Officer will ask the Co-ordinator/Other Volunteers to arrange the ambulance.

4. First Aid Records

When using supplies from the First Aid Kit the `First Aid Kit Log Book` must be completed. The log book is kept inside the First Aid Kit. The following details must be entered into the log;

- Date and time;
- Name of injured person;
- Nature of injury/ illness;
- Treatment provided;
- Supplies used;
- Name of attending First Aid Officer.

The First Aid Officer and/or an Occupational Health and Safety Representative must record details of all injuries using an Injury/Incident Report Form.


The First Aid Officer and/or an Occupational Health and Safety Representative must complete an Incident Report Form and file it on site.

5. Attachments

Appendix A First Aid Requirements

Appendix B First Aid Kit Checklist

Appendix C First Aid Kit Log Book

Date first formulated	Replaces Occupational Health & Safety First Aid Procedures V1 adopted 25/02/07	
Dates approved by Board	V1	June 2016
Next Review Date	June 2019	
Related Documents	First Aid Policy	
Signed on behalf of TBCC Board of Management by:		
Name: Lorraine Cresp		
Position held: Chairperson		
		Signature: 

LEGISLATIVE REVIEW OF FIRST AID REQUIREMENTS

Appendix A

STATE	APPLICABLE STATE LEGISLATION, REGULATION OR CODE OF PRACTICE	GENERAL REQUIREMENT IN RELATION TO FIRST AID OFFICERS/QUALIFICATIONS	
		Section	Description
NSW	OH&S Act 2000	Regulation 20 (2)	An employer must provide at each place of work: (a) first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work, and (b) if more than 25 persons are employed at a place of work trained first aid personnel
VIC	OH&S Act 1985	First Aid Code of Practice, Appendix 1-3	Provides guidance on the establishment of appropriate requirements, facilities and training and suggests factors to consider in an assessment (workplace size, layout; location, number and distribution of employees including shift work arrangements; nature of work hazards; known occurrences of accidents or illnesses; and the distance from the workplace to the nearest available and appropriate medical / occupational health / ambulance service
QLD	Workplace Health & Safety Act 1995	Regulation although Workplace Health & Safety Advisory Standard 1999 also provides more specific details	A workplace, including a construction workplace, must have first aid equipment and facilities available for use.
ACT	Occupational Health & Safety Act 1989	Section 27 (2.h (i))	Requires employers to provide appropriate medical and first-aid services for the employees
SA	Occupational Health, Safety & Welfare Act 1986	Regulation 2.11 and Code of Practice for Occupational Health and First Aid in the Workplace	Requires employers to provide Occupational Health and Safety First Aid facilities for the welfare of employees. The code deals with establishing what is appropriate for the workplace; employee awareness of first aid kits, first aid services and rooms and occupational health centres.
WA	Occupational Safety & Health Act 1984	Regulation 3.12	For every 25 employees a first aid box must be provided in an accessible place and where more than 200 employees are employed at a workplace, a person with an approved first aid certificate must have control over an appropriately equipped casualty room.

FIRST AID KIT INSPECTION CHECKLIST

First Aid Kit Number: _____

First Aid Location: _____

PRODUCT	FIRST AID KIT QUANTITY	QUANTITY REMAINING	QUANTITY USED SINCE LAST INSPECTION
Packet of 50 individually wrapped Adhesive strips			
Sterile eye pads			
Sterile coverings for serious wounds			
Triangular bandages			
Safety Pins			
Small sterile un-medicated wound dressings			
Medium sterile un-medicated wound dressings			
Large sterile un-medicated wound dressings			
Roll adhesive tape, 1.25 cm wide (preferably micropore tape)			
Crepe bandages			
Elastic bandages			
Scissors			
Pair disposable gloves			
Resuscitation mask			
Pair Tweezers			
Small bottles of sterile eyewash solution			
Alcohol swabs			
Hand towels			
First Aid booklet			

1. Emergency Services Telephone Numbers and Telephone Numbers and Address Posted Next to

The First Aid Kit: Yes No

2. Name of First Aid Officers posted on the outside of the First Aid Kit:

Yes No

Inspection completed by: _____ Date: _____
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FIRST AID KIT LOG BOOK

This log is to be completed for all incidents in the workplace

Date	Time	Injured Person	Nature of Injury/Illness	Treatment Provided	Supplies Used	Attending First Aid Officer	Injury/Incident Form Number

