



### OM0028 – First Aid Policy

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AMENDMENT RECORD				ISSUE #: 1 ISSUE DATE: 10/09/2018		
Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						



## 1. First Aid Policy

**Objective:** To minimise the adverse effects of an incident/injury by providing first aid resources and trained First Aid Officers (FAO).

**Scope:** This policy applies to all appointed FAO and any other relevant individuals at the workplace during work activities.

**Policy:** First aid is the provision of initial care for an illness or injury and consists of a series of simple and in some cases, potentially life-saving techniques with minimal equipment.

A2Z Services will use the guidelines as per relevant Code of Practice for First Aid to ensure the provision of a prompt, coordinated first aid response in these ways:

- Meet legislative requirements;
- Identify and assess the potential for an injury/incident occurring by:
  - Observing tasks/work performed/work environment;
  - Consulting with workers/HSR/Officers;
  - Reviewing near misses and past incident reports;
  - Reviewing SDS for hazardous chemicals;
- Determine suitable resources based on the nature of the work, hazards, size, location and number and composition of people at the workplace;
- Specify minimum requirements based on risk. E.g.:
  - Type, contents and number of kits;
  - Number and location of FAO (including remote locations);
  - Provision of first aid rooms and specialist kits;
- Appointing, training and replacing FAO as required. Provide FAO training by registered providers.

## 2. First Aid Procedure

- All workers are informed and aware of the location of First Aid Kits and first aid rooms;
- All workers are told and know the place and contact details for FAO;
- Regular audits of contents of First Aid Kit (including vehicle and mobile location kits) and contact details;
- The documentation of all treatment, injuries and illness;
- FAO:
  - Receive adequate first aid and resuscitation training from a registered training organisation;
  - Can perform first aid duties;
  - Are willing to provide first aid treatment as required.

All workers will be provided access to first aid equipment and trained first aid personnel. An appropriate number of first aid personnel will be available at all times with consideration of:

- Number, location and content of equipment;
- First aid procedures;
- A number of required trained staff (including access for sub-contractors as needed). As per relevant Code of Practice for first aid equipment facilities and training for recommended number and placement of FAO;
- Signage (*Design and use of first aid signs will be as per the relevant Australian Standard*);
- No first aider will attempt first aid beyond their training or experience.

Location of first aid facilities and equipment detailed on the applicable workplace plan

### FORMS AND REGISTERS

Document number	Document Name
OR0020	First Aid Worker Register