First Aid in the Workplace Minimum Standard

December, 2013

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Responsible Officer

Executive Director – Human Resources

Approved by

Executive Director – Human Resources

Approved and commenced

December, 2013

Review by

December, 2016

Relevant Legislation, Ordinance, Rule and/or Governance Level
Principle the Standard supports

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

Responsible Organisational Unit

Work Health and Safety Unit – Human Resources
1 Executive Summary

The University has a duty to provide first aid under the Work Health and Safety (WHS) Regulations 2012 S42. This includes the provision of first aid equipment, access to the equipment and facilities and workers who are trained to administer first aid.

The objective of this Minimum Standard is to provide support to Organisational Unit Heads and advice to workers for the provision of first aid in the workplace.

2 More Information

For further information, contact the Work Health and Safety Unit

Email: health.safety@utas.edu.au

3 Using this Standard

This Minimum Standard is to be applied in conjunction with the Code of Practice:

- First Aid in the Workplace

Further guidance is available from the following Codes of Practice:

- Work Health and Safety Consultation, Co-operation and Co-ordination
- How to Manage Work Health and Safety Risks
- Managing the Work Environment and Facilities

An exemption for any of the requirements in this Minimum Standard may only be approved by the Work Health and Safety (WHS) Unit, following completion of a risk assessment and consultation with the relevant Organisational Unit Head(s).

4 Standard Provisions

The WHS Regulations place specific obligations on the University in relation to first aid, including requirements to:

- provide first aid equipment and ensure each worker at the workplace has access to the equipment;
- ensure access to facilities for the administration of first aid;
- ensure that an adequate number of workers are trained to administer first aid at the workplace, or that workers have access to an adequate number of other people who have been trained to administer first aid.

4.1 Requirements in providing first aid

First aid requirements vary from one University workplace to the next, depending on the nature of the work, the type of hazards, the workplace size and location, as well as the number of people at the workplace. These factors must be taken into account when deciding what first aid arrangements need to be provided.

Each Organisational Unit should also take into account others at the workplace who are not workers, including students and members of the public.
The First Aid in the Workplace Code of Practice provides guidance on the number of first aid kits, their contents and the number of trained first aiders that are appropriate for some types of workplaces.

Further guidance on the general risk management process is available in the Code of Practice: How to Manage Work Health and Safety Risks.

4.2 Consulting workers

Consultation involves sharing of information, giving workers a reasonable opportunity to express views and taking those views into account before making decisions on health and safety matters.

The University must consult workers when making decisions about what facilities are needed, for administering first aid.

The First Aid in the Workplace Code of Practice provides guidance on consultation with workers and other duty holders.

Further guidance on consultation is available in the Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination.

4.3 Determining first aid requirement for the workplace

WHS Regulations, S42 requires that when considering how to provide first aid, the University must consider all relevant matters including:

- the nature of the work being carried out at the workplace;
- the nature of the hazards at the workplace;
- the size, location and nature of the workplace;
- the number and composition of the workers and other persons at the workplace.

The First Aid in the Workplace Code of Practice provides guidance on determining first aid requirements in the workplace.

4.4 First aid equipment, facilities

The First Aid in the Workplace Code of Practice provides a guide to determining the appropriate first aid equipment and facilities needed in various University workplaces.

4.5 First aid training

WHS Regulations S42 requires that the University ensure that an adequate number of workers are trained to administer first aid at the workplace, or that workers have access to an adequate number of other people who have been trained to administer first aid.

The First Aid in the Workplace Code of Practice provides a guide to determining the number of first aiders and training needed in various University workplaces.

4.6 First aid procedures

The First Aid in the Workplace Code of Practice provides a guide to determining the appropriate first aid procedures needed in various University workplaces.
4.7 Plans for managing an emergency

WHS Regulations S43 requires that the University ensure that an emergency plan is prepared that provides procedures to respond effectively in an emergency at a University workplace.

The First Aid in the Workplace Code of Practice provides a guide to determining the appropriate first aid emergency procedures needed in various University workplaces.

Further guidance on emergency plans and preparing emergency procedures is available in the Code of Practice: Managing the Work Environment and Facilities.

4.8 Providing first aid information

The University must provide information about first aid to its workers so that they know what to do and who to contact if they are sick or injured.

The First Aid in the Workplace Code of Practice provides a guide to providing first aid information.

4.9 Reviewing first aid requirements

The University is to regularly review first aid arrangements in consultation with workers, to ensure they remain adequate and effective.

The First Aid in the Workplace Code of Practice provides a guide to reviewing first aid arrangements.

5 Responsibilities

**Officers**

Have a duty to exercise due diligence to ensure that the University complies with the WHS Act and Regulations. This includes taking reasonable steps to ensure that the University has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

**Organisational Unit Heads**

Responsibility for the effective implementation of this Minimum Standard including:

- Funding the training of an appropriate number of Designated First Aid Officers and ensure that they maintain currency of certification.
- Funding the purchase of new first aid kits and the replenishment of existing kits.

**Workers**

Are to follow safe work practices to minimise the risk of injury or illness in the workplace, complete an Incident Report Form when necessary, and make themselves aware of AED locations and Designated First Aid Officers for their area including how to contact them.
6 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<tr>
<td>AED</td>
<td>Automated Emergency Defibrillator</td>
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<tr>
<td>Designated First Aid Officer</td>
<td>A staff member who holds a current First Aid Certificate and who has been appointed to fulfil the requirements of a Designated First Aid Officer.</td>
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<tr>
<td>First Aid</td>
<td>The emergency care of sick or injured persons.</td>
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<td>First Aid Kit</td>
<td>A kit containing supplies that are used in the treatment of sick or injured persons.</td>
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<tr>
<td>Worker</td>
<td>In accordance with Section 28 of the Act and includes employees, contractors, students and volunteers undertaking work at a university workplace</td>
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7 Supporting Documentation:

- Work Health and Safety Policy
- First Aid in the Workplace Code of Practice
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice
- How to Manage Work Health and Safety Risks Code of Practice
- Managing the Work Environment and Facilities Code of Practice
- First Aid in the Workplace Procedure
- First Aid Assessment Form

8 Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Current Version</th>
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<tbody>
<tr>
<td>Version 1</td>
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| First Aid in the Workplace Minimum Standard); approved December 2013; | First Aid in the Workplace Minimum Standard; approved December 2013 (current document); amended to reflect reference to relevant Legislation and removal of form from Standard – approved by Executive Director; August 2014, amended in December 2016 to incorporate Colleges.