



## First Aid in the Workplace Procedure

### UNDER REVIEW

<b>Related Policy</b>	<i>Work Health and Safety Policy</i>
<b>Responsible Officer</b>	Executive Director – Human Resources
<b>Approved by</b>	Executive Director – Human Resources
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<b>Responsible Organisational Unit</b>	Work Health and Safety Unit – Human Resources

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## 1 Objective

The objective(s) of this Procedure is to:

- provide support to Organisational Unit Heads and advice to workers for the provision of first aid treatment in the workplace.

## 2 Scope

This procedure is to be applied in conjunction with the following documents:

- First Aid in the Workplace - Minimum Standard
- Safe Driving of Authorised Vehicles - Minimum Standard
- Field Activity - Minimum Standard
- First Aid in the Workplace - Code of Practice

Further guidance is available from the following documents:

- [Australian Resuscitation Council Guidelines](#)
- Australian Standard AS 1319 - Safety Signs for Occupational Environment.
- Manufacturer's website on how to use Automatic External Defibrillator (AED) equipment.

An exemption for any of the requirements in this Procedure 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).

## 3 Minimum Standard

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

This procedure is to be applied in conjunction with the *First Aid in the Workplace - Minimum Standard*

## 4 Procedure Provisions

When a worker or other person at the workplace becomes ill or immediately after an incident involving personal injury, first aid treatment is to be provided. The ill/injured worker or other person is to seek assistance from a Designated First Aid Officer in their work area or by contact with Security Officers, in accordance with the following procedure.

### 4.1 First Aid Treatment

#### 4.1.1 Initial First Aid Treatment

The treating First Aid / Security Officer is to decide upon the appropriate care required in accordance with their training.

- If the situation requires attention by a qualified medical practitioner, the worker should urgently contact their own General Practitioner (GP)
- For University related incidents, an Incident Report Form must be completed which should include details on any First Aid treatment provided. Online Incident Report Forms are available on the Work Health and Safety website
- For non-work related first aid treatment (e.g. providing a band-aid / re-dressing a cut from an incident that happened at home), First Aiders are to record the treatment and supplies used in the area First Aid Register to help keep track of stock levels
- In the event of an emergency please refer to the University of Tasmania procedure on emergency response <http://www.utas.edu.au/commercial-services-development/emergency-management>

### **4.1.2 Serious injury/illness**

For a serious injury/illness at a University workplace, immediately notify Security to contact, meet and provide directions to relevant external emergency services (e.g. ambulance).

- Contact Security by phone:
  - Sandy Bay - Extension 6226 **7600**
  - Launceston and Burnie - Extension 6324 **3336**
  - If away from campus - Call **000** directly
- Not all University telephones have external dialling facilities, so it is imperative that workers phone Security as soon as practicable
- As soon as reasonably practicable, ensure other relevant internal and external personnel are notified of the incident, in accordance with the University Incident Response Procedure.

Organisational Unit Heads are also to ensure the injured person(s) next of kin are notified as soon as practicable. This will ensure assistance can be provided to the family where possible.

### **4.1.3 Standard precautions for infection control**

First aiders should take standard precautions to avoid becoming ill and exposing others to illness when handling blood or body substances.

Standard precautions:

- are work practices that are applied to all patients and their blood and body substances, regardless of their infectious status, to ensure a basic level of infection prevention and control and
- include hand hygiene, use of personal protective equipment, appropriate handling and disposal of sharps and waste, cleaning techniques and managing spills of blood and body substances.

Further guidance on standard precautions for infection control is provided in Appendix 1.

## **4.2 First Aid Equipment**

### **4.2.1 First Aid Kits**

Risk assessments must be carried out in each area to determine the size, number and content of first aid kit(s) required, based on the nature of work performed and type of injuries which may occur.

- The Risk Assessment process and template are provided in the First Aid in the Workplace Code of Practice
- University first aid kits should be stocked in accordance with Appendix C of the First Aid in the Workplace Code of Practice, as a minimum.

In addition to the above list, first aid kits may require other contents specific to hazards in the area in which they may be used; for example:

- field/remote work activities (e.g. snake bite kits)
- when using chemicals (e.g. eye and/or burns modules).

Individual items and quantities may vary and additional items may be required according to hazards identified through a risk assessment. Further information and types of first aid kits for different locations can be obtained from Red Cross or St John.

It is University policy not to include/provide analgesics (e.g. paracetamol, aspirin) in First Aid kits.

- Assistance is available from the WHS Unit in determining the type of first aid kit required
- Organisational Units that undertake activities away from their campus, are required to assess the first aid needs for each activity, and ensure that sufficient numbers of suitable first aid kits and trained first aid staff are made available.

Regular inspection and maintenance of Organisational Unit first aid kits is to be completed.

- The frequency of inspections will vary depending on the outcomes of the First Aid Risk Assessment, but generally should not exceed 3 months between audits
- Audits can be included as part of the Organisational Unit WHS area inspection program, or as a separate first aid equipment inspection schedule
- Inspection records must be maintained, and should be documented on a First Aid Kit Checklist or Organisational Unit equivalent checklist
- First aid kit replenishment supplies are available from approved external provider e.g. St John Ambulance, Red Cross.

First aid kits must be in a readily accessible location with adequate signage.

- Signs must comply with Australian Standard AS 1319 - Safety Signs for Occupational Environment.

#### **4.2.2 Automatic External Defibrillator (AED)**

An AED should be applied whenever sudden cardiac arrest (SCA) is suspected, regardless of the time frame involved, as it may increase the survival rate.

- If an AED is required, one should be promptly sent for, or someone sent to collect it from the nearest AED location on campus
- The AED makes a diagnosis and provides useful information and instruction via a synthesized voice based on the patient's condition. It will only administer treatment if required
- Trained first aid persons should preferably undertake defibrillation, but if trained staff are not available immediately, an untrained person may use the equipment.

Each Campus shall have a sufficient number of AEDs available to ensure delivery at the scene within minutes and all workers should be aware of their location.

- Organisational Units will determine the appropriate number and location, with greater coverage required in higher risk areas
- In buildings with more than one Organisational Unit, the location is to be determined by the WHS Committee for the area or by representatives from each Organisational Unit. The Organisational Units concerned also share the purchase and maintenance costs.
- Any requests for additional AEDs are to be made by application to the Head of that Organisational Unit
- A regularly updated list of exact AED locations should be made readily available in all areas and online, which will allow workers who may be unfamiliar with a particular area to quickly locate an AED in an emergency situation. Contact the Service Desk on ext. 2791 or [campus.services@utas.edu.au](mailto:campus.services@utas.edu.au) for locations
- AEDs will predominantly be located in public access areas and it is appropriate to locate the AED in a break glass cabinet or a wall bracket
- When an AED is installed near public access or administration areas the maintenance is organised and funded by Infrastructure Planning and Compliance (IPaC). If the AED is located in Organisational Unit-specific areas the maintenance is organised by Infrastructure Planning and Compliance, but funded by the relevant Organisational Units
- The provision of AEDs should be supplied as part of the building infrastructure similar to fire extinguishers for new building projects

- Lease agreements with other organisations where the University is a tenant should include the provision of the AED under the lease
- For new buildings remote from existing AED locations, the provision of the AED should be included in the capital costs. For existing buildings, when the requirement for an AED in public access areas has been identified by sudden cardiac arrest (SCA) occurring then the provision of an AED and installations costs is provided by the Compliance Issue Working Party.

Any application of an AED must be reported to the WHS Unit as soon as practical by the Designated First Aid Officer / Organisational Unit Head.

- An AED training module is located at the WHS Unit and at Zoology, Sandy Bay. Contact the Academic Unit or WHS Unit to borrow.

#### **4.2.3 University authorised vehicles**

University authorised vehicles are to be equipped with first aid equipment, in accordance with the University *Safe Driving of Authorised Vehicles - Minimum Standard*.

### **4.3 Provision of First Aid Personnel**

#### **4.3.1 Designated First Aid Officers and Training**

Managers/Supervisors are to ensure that the number of Designated First Aid Officers appointed within their area of responsibility is proportionate to the assessed level of risk involved.

- Workplaces presenting significant risks may include, but are not restricted to, laboratories, workshops, remote locations like farms and field trips or where activities are undertaken outside normal working hours
- The need for additional first aiders is to be considered where large numbers of students or other persons are present on a regular basis. Appointments will normally be made where there is an identifiable need within a workplace and/or where such duties are an essential requirement of the position
- Notwithstanding this, where one or more first aid kits are present in a workplace, at least one Designated First Aid Officer should be appointed to oversee the use and maintenance of such kits
- Designated First Aid Officers must receive appropriate training and maintain a current first aid certificate while they are designated in this role
- The level of qualification should be determined by risk assessment, with the minimum requirement being Workplace Level 2 Certificate or equivalent
- To ensure the currency of training, training records must be maintained by the Organisational Unit
- External providers (e.g. Red Cross or St John) may also send an update to the worker when qualifications fall due
- Organisational Units may also train other appropriate staff members as qualified First Aid Aiders where this is deemed necessary or beneficial to the WHS of its workers.

Designated First Aid Officers shall be paid an allowance that is prescribed in the University's Allowances / Reimbursements Schedule.

- Remuneration is provided for the extra tasks that are performed in addition to those expected of a qualified First Aid Officer

For a list of current Designated First Aid Officers, refer to ["First Aid" on the WHS website](#).

### 4.3.2 Role of Security Officer

The Security Officer is in the case of an emergency, the initial Emergency Response Officer (ERO) First aid should be undertaken by others where possible, so the Security Officer can undertake their role.

### 4.4 Indemnity

The University shall support all Designated/Qualified First Aid Officers who provide assistance in accordance with their current First Aid Certificate during the course of their University activities. However, the University prohibits any Designated/Qualified First Aid Officer providing first aid treatment that is outside the scope of their training and not prescribed in the First Aid Manual.

## 5 Responsibilities

<b>Managers/Supervisors</b>	Managers/Supervisors are to ensure these procedures are implemented within their area of responsibility and that all workers, for whom they are responsible, are informed regarding first aid in the Enterprise.
<b>Designated First Aid Officers</b>	<p>Provide first aid care to sick or injured workers or other persons in collaboration with any qualified First Aiders within their workplace.</p> <p>Arrange further medical attention if required, and advise Organisational Unit Heads / WHS immediately of any serious or potentially serious incident for which treatment has been required.</p> <p>Record treatment provided personally or by other First Aiders and any stock used.</p> <p>Must maintain a current first aid certificate throughout their appointment and participate in any refresher training as required.</p> <p>Must be familiar with the nearest first aid equipment in their area, including the location of AEDs.</p> <p>Dispense supplies from the first aid kit(s) in their work areas, and conduct regular audits to ensure they are fully stocked with adequate supplies.</p> <p>Safely dispose of any waste generated by the provision of first aid.</p> <p>Maintain confidentiality of any disclosed health information.</p> <p>Advise Organisational Unit Heads of any health conditions that would impede their ability to undertake or retain their role as a Designated First Aid Officer.</p> <p>Must only proceed with first aid treatment when it is safe to do so, in accordance with their level of training</p>
<b>Workers</b>	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
<b>Organisational Unit Heads</b>	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
- ensuring a sufficient number of AEDs are available and maintained in their area

<b>Qualified First Aiders</b>	<p>May provide first aid treatment to sick or injured workers in collaboration with any Designated First Aid Officers within their workplace, provided they have a current first aid certificate.</p> <p>Qualified First Aiders should familiarise themselves with the nearest AED location and associated operating procedures.</p> <p>Qualified First Aiders should fill-in a register of any treatment provided and encourage the completion of Incident Report Forms.</p>
<b>WHS Committee</b>	<p>Develop University WHS policies, procedures and guidance in order to provide direction and support for University management, staff and students with meeting the provisions of this Minimum Standard.</p> <p>Monitor the effectiveness of this Procedure</p>
<b>WHS Unit</b>	<p>Oversee the University's compliance with this Procedure, and provide advice / guidance to Organisational Units.</p> <p>Approve any exemptions to meeting Procedure requirements.</p>

## 6 Definitions and Acronyms

<b>Term/Acronym</b>	<b>Definition</b>
<b>Academic Unit</b>	Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.
<b>Automatic External Defibrillator (AED)</b>	A portable electronic device that automatically diagnoses and treats sudden cardiac arrest (SCA). The treatment, known as defibrillation, consists of determining and delivering an appropriate level electric pulse to re-establish an effective heart rhythm
<b>Cardiopulmonary Resuscitation (CPR)</b>	An emergency procedure often employed after sudden cardiac arrest, combining external cardiac compression and expired air resuscitation to maintain circulation of oxygenated blood to the brain.
<b>Designated First Aid Officer</b>	A worker of the University who holds a current First Aid Certificate issued by an approved organisation and who has been appointed by their Organisational Unit to provide and manage first aid care within the workplace. The level of qualification should be determined by risk assessment but as a minimum requirement it must be Workplace Level 2 Certificate or equivalent
<b>First Aid</b>	The emergency care of sick or injured persons

<b>First Aid Kit</b>	A kit containing supplies that are used in the treatment of sick or injured persons.
<b>Managers/Supervisors</b>	An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, (including those with responsibility for students).
<b>Organisational Unit</b>	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
<b>Other Person</b>	Any person at a University workplace who is not a worker in accordance with the WHS Act and including students and visitors.
<b>Qualified First Aider</b>	A staff member of the University who holds a current First Aid Certificate (Workplace Level 2 certificate or equivalent) issued by an approved organisation, which enables them to provide first aid treatment to sick or injured persons as required.
<b>Sudden Cardiac Arrest (SCA)</b>	The cessation of normal circulation of the blood due to the failure of the heart ventricles to contract effectively. It is a medical emergency that, if left untreated, invariably leads to death
<b>Worker</b>	In accordance with Section 28 of the Act and includes employees, contractors, students undergoing work experience and volunteers undertaking work at a university workplace

## 7 Supporting Documentation

- *First Aid Register*
- *First Aid Kit Checklist*
- *Automatic External Defibrillator (AED) Worker Information Sheet Template*
- *Appointment of a Designated First Aid Officer*
- *First Aid in the Workplace - Minimum Standard*
- *Safe Driving of Authorised Vehicles - Minimum Standard*
- *Field Activity - Minimum Standard*
- *First Aid in the Workplace - Code of Practice*

## 8 Appendices

Appendix 1 - Standard Precautions for Infection Control

## 9 Versioning

<b>Former Version(s)</b>	<p>Version 1 – <i>First Aid in the Workplace Procedure</i>; approved December, 2008; reviewed September, 2013</p> <p>Version 2 – <i>First Aid in the Workplace Procedure</i>; reviewed and updated to comply with the new Work Health and Safety Act 2012; approved December, 2013.</p> <p>Version 3 – <i>First Aid in the Workplace Procedure</i>; amended to remove forms from Procedure – approved by Executive Director; August 2014, amended in December 2016 to incorporate Colleges.</p>
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<b>Current Version</b>	Version 4 – <i>First Aid in the Workplace Procedure (current document)</i> ; approved August 2014, amended in December 2017 to incorporate the final academic structure.
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First aiders should take standard precautions to avoid becoming ill and exposing others to illness when handling blood or body substances. Standard precautions are work practices that are applied to all patients and their blood and body substances, regardless of their infectious status, to ensure a basic level of infection prevention and control. Standard precautions include hand hygiene, use of personal protective equipment, appropriate handling and disposal of sharps and waste, cleaning techniques and managing spills of blood and body substances.

### ***Providing first aid safely***

Before providing first aid to an injured or ill person, first aiders should assume they could be exposed to infection. First aiders should wash their hands with soap and water or apply alcohol-based hand rub before and after administering first aid. First aiders should also wear personal protective equipment to prevent contact with blood and body substances, including disposable gloves. Eye protection, a mask and protective clothing may also be necessary if splashes of blood or body substances are likely to occur.

You should establish procedures to avoid workers becoming ill and exposing others to illness when handling blood or body substances. Procedures could include:

- proper hand hygiene practices
- how to handle and dispose of sharps
- how to clean surfaces and reusable equipment
- how to manage spills and handle and clean soiled laundry
- how to handle and dispose of waste
- when to use personal protective equipment, for example, using resuscitation masks for cardiopulmonary resuscitation.

First aiders should be aware of what to do if they have accidental contact with blood or body substances, a sharps injury or contact with a person known to have a contagious illness. Any part of the body that comes in contact with blood or body substances should be washed with soap and water immediately. Prompt medical advice should be obtained.

All first aiders should be offered hepatitis B virus vaccination.

### ***Contaminated items***

All items that are soiled with blood or body substances should be placed in plastic bags and tied securely. Waste disposal should comply with any state or local government requirements.

Sharps, including scissors and tweezers, that have become contaminated with blood or body substances should be disposed of in a rigid-walled, puncture-resistant sharps container by the person that used them. The materials, design, construction, colour and markings of sharps containers should comply with:

- AS 4031-1992 – Non-reusable containers for the collection of sharp medical items used in health care areas
- AS/NZS 4261-1994 – Reusable containers for the collection of sharp items used in human and animal medical applications.

If a first aider sustains a sharps injury or thinks they are at risk of infection from blood or bodily fluid contamination, they should seek prompt medical advice.

### ***Cleaning spills***

Cleaning should commence as soon as possible after an incident involving blood or body substances has occurred. First aiders should wear disposable gloves when cleaning spills and if splashes of blood or body substances may occur, additional protective equipment such as eye protection, plastic aprons and masks should be worn. Surfaces that have been contaminated with blood or body substances should be wiped with paper towelling and cleaned with warm soapy water. It is generally unnecessary to use sodium hypochlorite (chlorine bleach) for managing spills but it may be used in specific circumstances, for example if the surface is hard to clean.