

## First aid in the workplace

AUTHORISED BY: Director, Health and Safety

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### Overview

The department is committed to providing adequate first aid support to all of its workers at all of its worksites. Work health and safety legislation stipulates that the department must:

- Provide first aid equipment which is readily accessible to all workers.
- Where required provide facilities for the administration of first aid.
- Maintain an adequate number of first aiders who are trained and accessible to administer first aid.

This procedure should be read in conjunction with the code of practice for first aid in the workplace.

### Scope

This procedure applies to all departmental workplaces, employees, students, visitors, contractors, and sub-contractors.

### Procedure

The department will provide first aid for its workers at all worksites through:

1. Identifying hazards at different worksites through taking a risk management approach, reviewing risk assessment information including the type, severity and likelihood of injuries and illnesses occurring at that site. In addition to reviewing the size and location of the workplace and ensuring adequate first aid equipment, facilities and training is provided.
2. Providing first aid equipment, facilities (including the first aid room) and appropriately qualified first aiders in easily accessible areas for workers including, those working night shift or overtime. The site first aid risk assessment should identify:
  - a) The type of first aid facilities required including showers and eye washes which must be inspected on a regular basis as part of a routine site inspection, in addition to a first aid room where applicable.
  - b) The appropriate contents of the first aid room (where applicable) for that site and the location and size of the room should allow easy access and movement of injured people requiring physical support or relocation via stretcher or wheelchair.
3. The provision of trained first aiders to worker ratio as follows:
  - a) Low risk workplaces: one first aider for every 50 workers.
  - b) High risk workplaces: one first aider for every 25 workers.
4. Providing a first aid room for:
  - a) Low risk workplaces in excess of 200 workers.
  - b) High risk workplaces in excess of 100 workers.
5. Providing first aid kits that:
  - a) Are made available and kept up-to-date at each individual site and located in an easily accessible location.
  - b) Are located close to areas where there is a higher risk of injury or illness and provided in vehicles for mobile workers in a secure location in the event of an accident.
  - c) Contain contents based on the identified risks at the worksite, however should at least provide basic equipment for administering first aid for injuries including:
    - cuts, scratches, punctures, grazes, and splinters
    - muscular sprains and strains
    - minor burns
    - amputations and/or major bleeding wounds
    - broken bones

- eye injuries
  - shock
- d) Include, where applicable additional equipment that may be required for remote workplaces and/or where:
- chemical liquids or powders are handled in open containers
  - spraying, hosing or abrasive blasting operations are carried out
  - there is any possibility of flying particles causing eye injuries
  - there is a risk of splashing or spraying of infectious materials
  - welding, cutting or machining operations are carried out.
- e) Do not include analgesics such as paracetamol and aspirin. Workers requiring prescription and over the counter medications should carry their own medication.
6. Making available, where applicable, first aid rooms that:
- a) Are located within easy access to a sink dispersing hot and cold water (where this is not provided in the first aid room) and toilet facilities.
  - b) Offer privacy via screening or a door.
  - c) Are easily accessible to emergency services (minimum door width of 1 metre for stretcher access).
  - d) Are well lit and ventilated.
  - e) Have an appropriate floor area (14 square metres as a guide).
  - f) Have an entrance that is clearly marked with first aid signage.
  - g) Have the following items provided in the room:
    - hygienic hand cleanser and disposable paper towels
    - an examination couch with waterproof surface and disposable sheets
    - an examination lamp with magnifier
    - a cupboard for storage
    - a container with disposable lining for soiled waste
    - a container for the safe disposal of sharps
    - a bowl or bucket (minimum two litres capacity)
    - electric power points
    - a chair and table or desk
    - a telephone and/or emergency call system
    - the names and contact details of first aiders and emergency organisations
    - a first aid kit appropriate for the worksite
7. Eye wash and shower equipment should be:
- a) Provided where there is a risk of contact with hazardous chemicals or infectious substances causing eye injuries or skin absorption.
  - b) Either permanently fixed or portable

## Responsibilities

### *Persons Conducting Business Undertakings (PCBU) and Officers:*

- Use risk assessments and data on site location, size and number of workers to determine appropriate first aid facilities, equipment and number of qualified first aiders for that worksite.
- Provide adequate first aid equipment, facilities and training pertaining to the specific requirements of the worksite and identified hazards.
- Maintain a register of trained first aiders, meet the expenses of any training and where applicable first aid allowances.
- Specify the role of first aiders according to their level of qualification and competence when completing emergency plans/procedures.
- Maintain a site register of any first aid conducted.

### *Trained First Aiders:*

- Manage first aid facilities, except where the facility is part of a health centre or hospital.
- Maintain the first aid kit and restock as required.
- Undertake regular checks (after each use or, if the kit is not used at least once every 12 months) to ensure the kit contains a complete set of the items required (an inventory list should be kept in the kit and signed and dated after each check).
- Ensure all items are in good working order, have not deteriorated, are within their expiry dates and sterile products are sealed and have not been tampered with.

## Delegations

- Individual business units must borne the costs of any first aider training, allowances, first aid facilities and equipment.
- Individual business units must coordinate all relevant first aider training, retain a copy of the certificate for their own records and provide a signed copy of the certificate to payroll to action relevant allowances.

## Definitions

<b>First aid</b>	The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
<b>First aider</b>	A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
<b>First aid equipment</b>	Includes first aid kits and other equipment used to treat injuries and illnesses.
<b>First aid facilities</b>	Includes first aid rooms, health centres, clean water supplies and other facilities required to administer first aid.
<b>High risk workplace</b>	<p>A workplace where workers are exposed to hazards that may result in serious injury or illness and would require first aid. High risk workplaces can include those where workers:</p> <ul style="list-style-type: none"><li>• use hazardous machinery (for example, mobile plant, chainsaws, power presses and lathes)</li><li>• use hazardous substances (for example, chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing)</li><li>• are at risk of falls that may result in serious injury (for example, construction and stevedoring)</li><li>• carry out hazardous forms of work (for example, working in confined spaces, welding, demolition, electrical work and abrasive blasting)</li><li>• are exposed to the risk of physical violence (for example, working alone at night, cash handling or having customers who are frequently physically aggressive)</li><li>• work in or around extreme heat or cold (for example, foundries and prolonged outdoor work in extreme temperatures)</li></ul>
<b>Low risk workplace</b>	A workplace where workers are not exposed to hazards that may result in serious injury or illness such as offices, shops or libraries. Potential work-related injuries and illnesses requiring first aid would be minor in nature.
<b>Workplace/ worksite</b>	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

## Related legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- First Aid in the Workplace Code of Practice 2014

## Related policies and procedures

- [Policy IND-P-185 – Work Health and Safety](#)

## Revision history

Version	Date issued	By	Review date
1	14/05/2012	Manager, Health and Safety	14/05/2014
2	15/07/2015	Director, Health and Safety	15/07/2017

## Contact

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