

# FIRST AID PROCEDURE (11) V2

## PURPOSE

To provide guidance in the management of first aid.

## RESPONSIBILITIES

**Person Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable:**

- first aid equipment is provided and accessible
- access to facilities for the administration of first aid
- 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.

### Officers must:

Exercise due diligence to ensure that the PCBU meets their responsibilities as above.

### Workers must:

- take reasonable care for their own health and safety
- not adversely affect the health and safety of other persons
- comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses

## DEFINITIONS

Definitions of terms can be found on the Catholic Safety website or via this link [here](#).

## ACTIONS

| INFORMATION           |                                                                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>PARISH SECTOR:</b> | As a minimum requirement a first aid kit, meeting the requirements as outlined in Appendix C – Example of Contents for a First Aid Kit. |

| HAZARD IDENTIFICATION                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (Refer Appendix A)                           | <p>Worksites must:</p> <ul style="list-style-type: none"> <li>• Identify hazards that could result in work related injuries</li> <li>• Assess the type, severity and likelihood of injury or illness</li> <li>• Provide the appropriate first aid equipment, facilities and training.</li> </ul>                                                                                                                                                   |
| RISK ASSESSMENT                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Provision of First Aid<br>(Refer Appendix B) | <p>When conducting the risk assessment the following must be considered:</p> <ul style="list-style-type: none"> <li>• The nature of work being carried out at the workplace.</li> <li>• The nature of the hazards.</li> <li>• The size, location and nature of the workplace.</li> <li>• The number and composition of the workers at the workplace.</li> </ul> <p>Workers must be consulted when making decisions for first aid requirements.</p> |

| <b>CONTROLS</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Aid Kits                                   | <p>First aid kits can be any size, shape or type to suit the workplace, but each kit should:</p> <ul style="list-style-type: none"> <li>• be large enough to contain the necessary items</li> <li>• be immediately identifiable with a white cross on a green background that is prominently displayed on the outside</li> <li>• contain a list of contents for that kit</li> <li>• be made of material that will protect the contents from dust, moisture and contamination.</li> </ul>                                                                                                                                                                                                                                                                                                               |
| Location                                         | <p>First aid kits should be in:</p> <ul style="list-style-type: none"> <li>• A prominent area (high risk areas),</li> <li>• Accessible locations and able to be retrieved promptly</li> <li>• Emergency floor plans for the workplace.</li> </ul> <p>All first aid kits and their location should be recorded on a <a href="#">First Aid Kit Register</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Contents of Kits<br>(Appendix C)                 | <p>Workplaces shall have as a minimum, a first aid kit containing the contents listed in Appendix C. Some workplaces may require additional items to treat specific types of injuries/illness, depending upon the workplace hazard.</p> <ul style="list-style-type: none"> <li>• Manual Tasks</li> <li>• Electricity</li> <li>• Machinery and Equipment</li> <li>• Hazardous Chemicals</li> <li>• Extreme Temperatures</li> <li>• Radiation</li> <li>• Violence</li> <li>• Biological</li> <li>• Animals</li> </ul> <p>Medication including paracetamol and aspirin must not be included in first aid kits as they may cause adverse health effects.</p>                                                                                                                                               |
| Restocking and maintaining<br>(Refer Appendix C) | <p>A person in the workplace or external provider must be nominated to maintain the kit and shall:</p> <ul style="list-style-type: none"> <li>• Monitor access to the first aid kit and ensure any items are replaced as soon as practicable</li> <li>• Undertake regular checks to ensure the kit contains a complete set of the required items</li> <li>• <b>EDUCATION SECTOR</b> after each use or at least once every 3 months</li> <li>• <b>HEALTH</b> and <b>SOCIAL SERVICES</b> after each use or at least once every 6 months</li> <li>• <b>PARISH</b> after each use or at least once every 12 months</li> <li>• Ensure items are in good working order, have not deteriorated and are within their expiry dates and</li> <li>• Sterile products are sealed and not tampered with.</li> </ul> |
| First Aid Signs                                  | <p>Displaying well recognised, standardised first aid signs that comply with AS-1319 – <i>Safety signs for the occupational environment</i>, will assist in easily locating first aid equipment and facilities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Additional First Aid Equipment                   | <p>Consideration for additional first aid equipment is dependent upon the type of hazard at the workplace: Some additional equipment includes;</p> <ul style="list-style-type: none"> <li>• Automatic External Defibrillators. (AED)</li> <li>• Eye wash stations.</li> <li>• Emergency showers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|                                              | <i>Where AED's are installed, they must be maintained as per manufacturer's recommendations.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| First Aid Facilities                         | <p>A risk assessment will determine the type of first aid facilities needed. A first aid room is recommended for:</p> <ul style="list-style-type: none"> <li>• Low risk workplaces with 200 workers or more.</li> <li>• High risk workplace with 100 workers or more.</li> </ul> <p>A first aid room should:</p> <ul style="list-style-type: none"> <li>• be located within easy access to a sink with hot and cold water (where this is not provided in the room) and toilets</li> <li>• offer privacy via screening or a door</li> <li>• be accessible to emergency services (minimum door width of 1 metre for stretcher access)</li> <li>• be well lit and ventilated</li> <li>• have an appropriate floor area (14 square metres as a guide)</li> <li>• have an entrance that is clearly marked with first aid signage.</li> </ul> |
| Designated First Aiders                      | <p>The following ratios of Designated First Aiders are recommended based on a risk assessment based on your individual site's requirements:</p> <ul style="list-style-type: none"> <li>• Low risk workplace – 1 for every 50 workers</li> <li>• High risk workplace – 1 for every 25 workers.</li> </ul> <p>Details of first aiders must be clearly displayed on:</p> <ul style="list-style-type: none"> <li>• noticeboards</li> <li>• first aid rooms.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| Record Keeping                               | <p>First aid treatment for workers must be recorded on the <a href="#">First Aid Treatment Record</a> form. The first aid treatment record for workers must be reviewed to identify trends</p> <ul style="list-style-type: none"> <li>• <b>EDUCATION/HEALTH/SOCIAL SERVICES SECTORS</b> once every 3 months. <ul style="list-style-type: none"> <li>○ <b>Student Treatment Records MUST</b> be reviewed to identify trends once every 3 months</li> </ul> </li> <li>• <b>PARISH SECTOR</b> once every 12 months</li> </ul>                                                                                                                                                                                                                                                                                                              |
| Infection Control (Refer Appendix D)         | <p>First aiders must wear Personal Protective Equipment (PPE) to prevent contact with blood and body fluids. This may include;</p> <ul style="list-style-type: none"> <li>• disposable gloves</li> <li>• eye protection</li> <li>• a mask and</li> <li>• protective clothing</li> </ul> <p>Surfaces contaminated with blood and/or body fluids should be wiped with paper toweling and cleaned with warm soapy water/disinfectant</p>                                                                                                                                                                                                                                                                                                                                                                                                   |
| Contaminated Items                           | <p>All items soiled with blood and/or body fluids must be placed in plastic bags and secured, to prevent leakage or contamination. Waste disposal must comply with state and local government requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>INFORMATION, INSTRUCTION AND TRAINING</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| First Aid Training                           | <p>First aiders should hold nationally recognised statement/s of attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency. Modules available:</p> <ul style="list-style-type: none"> <li>• Provide First Aid</li> <li>• Provide Advanced First Aid and Provide First Aid Response</li> <li>• Manage First Aid Services and Resources</li> <li>• Provide First Aid in Remote Situations.</li> </ul> <p>Refresher training in Cardiopulmonary Resuscitation (CPR) should be undertaken annually and first aid qualifications must be renewed every 3 years. Additional first</p>                                                                                                                                                                                          |

|                           |                                                                                                                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | aid training maybe required to respond to specific situations e.g. anaphylaxis, asthma.<br><br>All workers will be briefed on the requirements of this procedure through the induction process. |
| <b>DOCUMENT CONTROL</b>   |                                                                                                                                                                                                 |
|                           | Retain all documentation as per Document Control Procedure 24.                                                                                                                                  |
| <b>MONITOR AND REVIEW</b> |                                                                                                                                                                                                 |
|                           | This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per Procedure 7 - Audit                                                             |

**RELATED DOCUMENTS**

**External Documents**

SA Work Health and Safety Act 2012  
 SA Work Health and Safety Regulations 2012 (Chapter 3, Division 3 – First Aid)  
 Health Records Legislation  
 Code of Practice – First Aid in the Workplace  
 AS 1319 – Safety Signs for the Occupational Environment

**Internal Documents**

Work Health & Safety and Injury Management Policy  
 Catholic Church Safety Manual Procedures

**APPENDICES**

Appendix A First Aid and the Risk Management Process  
 Appendix B Example of a First Aid Assessment  
 Appendix C Example of Contents for a First Aid Kit  
 Appendix D Standard Precautions for Infection Control

**FORMS**

[First Aid Kit Register](#)  
[First Aid Treatment Record](#)

**VERSION CONTROL AND CHANGE HISTORY**

| Version                                                       | Approved By            | Approved Date | Reason for Development of Review       | Review Date |
|---------------------------------------------------------------|------------------------|---------------|----------------------------------------|-------------|
| 6                                                             | Sector Forums          | March 2013    | Legislation – New WHS Act              | 2016        |
| <b>April 2015 – Document consolidated across CCES sectors</b> |                        |               |                                        |             |
| V1                                                            | Executive Manager CSHW | 24/04/2015    | Procedure consolidation                | 2016        |
| V2                                                            | Executive Manager CSHW | 11/12/2016    | Review following a Licence Level Audit | 2019        |



Approved for Publication: \_\_\_\_\_ Date: 11 December 2016 \_\_\_\_\_

Kathy Grieve

## APPENDIX A - FIRST AID AND THE RISK MANAGEMENT PROCESS

### Step 1 - Identify potential causes of workplace injury and illness

- Does the nature of the work being carried out pose a hazard to people's health and safety?
- Have these hazards been identified in work that is being carried out?
- Has incident and injury data been reviewed?
- Has consultation with workers and their health and safety representatives occurred?
- Is specialist or external assistance required?



### Step 2 - Assess the risk of workplace injury and illness

- How often does a hazard have the potential to cause harm?
- What type of injuries would the hazards cause?
- How serious are the injuries?
- Does the number and composition of workers and other people affect how first aid should be provided?
- Could the size and location of the workplace affect how first aid is provided?



### Step 3 - What first aid is required?

#### First aiders

- How many first aiders are needed?
- What competencies do they require?
- What training do they need?

#### First aid kits & procedures

- What kits/modules are needed and where should they be located?
- Is other first aid equipment needed?
- Who is responsible for maintaining the kits?
- What procedures are needed for my workplace?

#### First aid facilities

- Is a first aid room or health centre required?



### Step 4

Review first aid to ensure effectiveness

## APPENDIX B - EXAMPLE OF A FIRST AID ASSESSMENT

This assessment of first aid requirements is included as an example only. It does not reflect the consultative processes that must occur or detail the assessment of each identified hazard.

|                                                                                     |                                                                             |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>ABC Company</b> - Office and manufacturing operation                             |                                                                             |
| <b>The size and location of the workplace</b>                                       |                                                                             |
| Number of floors                                                                    | 2                                                                           |
| Access between floors                                                               | Lifts and stairs                                                            |
| Nearest hospital                                                                    | 6 kilometres                                                                |
| Nearest medical or occupational health service                                      | 2 kilometres                                                                |
| Maximum time to medical service                                                     | 15 minutes                                                                  |
| <b>The number and composition of the workers and other persons at the workplace</b> |                                                                             |
| Number of workers                                                                   | 80 (15 office / 65 factory)                                                 |
| Number of other persons                                                             | 2 to 5 visitors per day                                                     |
| Shifts                                                                              | 3                                                                           |
| Overtime worked                                                                     | Yes - regularly                                                             |
| Remote or isolated workers                                                          | None                                                                        |
| <b>Injuries, illnesses and incidents</b>                                            |                                                                             |
| Last 12 months' claims data                                                         | 5 x abrasions<br>3 x falls                                                  |
| Incidents not resulting in injury                                                   | Incident where a trolley carrying disinfectants overturned                  |
| Other                                                                               | Worker handling a solvent reported symptoms of eye irritation and dizziness |

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**APPENDIX B - EXAMPLE OF A FIRST AID ASSESSMENT**

| Nature of the work being carried out and the nature of the hazards at the workplace                                                                                           |                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazards                                                                                                                                                                       | How the hazard could cause harm                                                                                                                                                                                                                                                | Likelihood of occurrence and degree of harm                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>■ Hazardous chemicals:               <ul style="list-style-type: none"> <li>■ Solvents</li> <li>■ Disinfectants</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>■ Respiratory illnesses, cancers and dermatitis</li> </ul>                                                                                                                                                                              | <ul style="list-style-type: none"> <li>■ Possible risk of daily exposure to hazardous chemicals for 2 cleaners. Good ventilation is provided. Protective equipment such as gloves and aprons are used by workers.</li> </ul>                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>■ Noise</li> <li>■ Manual handling</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>■ Hearing damage</li> <li>■ Muscular strain</li> </ul>                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>■ Possible risk of daily exposure to noise for 65 factory workers. Low noise emitting machines have been purchased. Protective equipment such as ear plugs is used by workers.</li> <li>■ Low risk of daily exposure to manual handling risks. Mechanical aids, work station alterations and systems of work significantly eliminate and reduce risk</li> </ul> |
| Do safety data sheets and labels specify a first aid response?                                                                                                                |                                                                                                                                                                                                                                                                                | Yes – seek medical assistance if chemicals are inhaled or ingested                                                                                                                                                                                                                                                                                                                                     |
| Required first aid                                                                                                                                                            |                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Number of first aiders needed                                                                                                                                                 | 9 – minimum 3 per shift (1 for office and 2 for the plant)                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Training and competencies for first aiders                                                                                                                                    | <i>Applied First Aid</i> : providing competencies to recognise and respond to common life-threatening injuries or illnesses using cardiopulmonary resuscitation (CPR) and other first aid procedures, and provide appropriate first aid for a range of injuries and illnesses. |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Number and location of kits                                                                                                                                                   | 5 kits: one on the office floor and four on the factory floor                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Contents of first aid kits and modules                                                                                                                                        | Standard workplace kit, with burns module and eye module                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Kit maintenance                                                                                                                                                               | Tasked to 6 first aiders                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                        |

## APPENDIX C - EXAMPLE OF CONTENTS FOR A FIRST AID KIT

For most workplaces, a first aid kit should include the following items:

| Item                                                                                                 | Kit contents |
|------------------------------------------------------------------------------------------------------|--------------|
|                                                                                                      | Quantity     |
| Instructions for providing first aid - including Cardio-Pulmonary Resuscitation (CPR) flow chart     | 1            |
| Note book and pen                                                                                    | 1            |
| Resuscitation face mask or face shield                                                               | 1            |
| Disposable nitrile examination gloves                                                                | 5 pairs      |
| Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)                                                      | 5 packs      |
| Saline (15 ml)                                                                                       | 8            |
| Wound cleaning wipe (single 1% Cetrimide BP)                                                         | 10           |
| Adhesive dressing strips - plastic or fabric (packet of 50)                                          | 1            |
| Splinter probes (single use, disposable)                                                             | 10           |
| Tweezers/forceps                                                                                     | 1            |
| Antiseptic liquid/spray (50 ml)                                                                      | 1            |
| Non-adherent wound dressing/pad 5 x 5 cm (small)                                                     | 6            |
| Non-adherent wound dressing/pad 7.5 x 10 cm (medium)                                                 | 3            |
| Non-adherent wound dressing/pad 10 x 10 cm (large)                                                   | 1            |
| Conforming cotton bandage, 5 cm width                                                                | 3            |
| Conforming cotton bandage, 7.5 cm width                                                              | 3            |
| Crepe bandage 10 cm (for serious bleeding and pressure application)                                  | 1            |
| Scissors                                                                                             | 1            |
| Non-stretch, hypoallergenic adhesive tape - 2.5 cm wide roll                                         | 1            |
| Safety pins (packet of 6)                                                                            | 1            |
| BPC wound dressings No. 14, medium                                                                   | 1            |
| BPC wound dressings No. 15, large                                                                    | 1            |
| Dressing - Combine Pad 9 x 20 cm                                                                     | 1            |
| Plastic bags - clip seal                                                                             | 1            |
| Triangular bandage (calico or cotton minimum width 90 cm)                                            | 2            |
| Emergency rescue blanket (for shock or hypothermia)                                                  | 1            |
| Eye pad (single use)                                                                                 | 4            |
| Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets) | 5            |
| Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).                       | 1            |



## APPENDIX D - 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. 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. Guidance on the design, construction, colour and markings of sharps containers is provided in:

- AS 4031 - *Non-reusable containers for the collection of sharp medical items used in health care areas*
- AS/NZS 4261 - *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.

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**APPENDIX D - STANDARD PRECAUTIONS FOR INFECTION CONTROL****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.