

# FIRST AID IN THE WORKPLACE

## PROCEDURE<sup>®</sup>

### DOCUMENT SUMMARY/KEY POINTS

- First aid involves the initial and immediate assistance to a person suffering an injury or illness and can include the treatment of minor injuries or the provision of initial emergency treatment until further medical assistance can be obtained.
- This procedure is based on the requirements of the [SafeWork NSW Code of Practice - First Aid in the Workplace, Jan'2020](#).
- Clinical areas are not exempt from this Procedure. The area may meet the requirements of the WHS Regulation for the provision of first aid requirements, however this will need to be assessed and documented using the [First Aid Risk Assessment Form](#).
- All Managers must complete a First Aid Risk Assessment to determine first aid requirements in the department.
- All clinical and non-clinical areas should have an appropriately trained First Aider for their area/department.

#### **References**

- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2017](#)
- [SafeWork NSW Code of Practice - First Aid in the Workplace](#)
- [SCHN Rehabilitation, Recovery and Return to Work Procedures](#)

#### **Related NSW Ministry of Health Documents**

- [Work Health and Safety: Better Practice Procedures: PD2018\\_013](#) Ministry of Health (currently under review)
- Ministry of Health Information Sheet: [Provision of First Aid Facilities and Personnel](#)

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> January 2024	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	WHS & Manual Handling Coordinator	<b>Area/Dept:</b> Work Health Safety & Injury Mgt.

## CHANGE SUMMARY

- Update of related information to align with the [SafeWork NSW Code of Practice - First Aid in the Workplace, Jan'2020](#).
- Update References.
- Terminology changed for First Aid Officer now to First Aider to align with the Code of Practice terminology.
- Resources have been updated with links to relevant documents.
- Title change. Previous title – Work health Safety First Aid

## READ ACKNOWLEDGEMENT

- All SCHN workers should be aware of this document and comply the outlined procedure.
- All managers are to read and acknowledge they understand the contents of this document.

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## Purpose/Scope

Under, the *Work Health and Safety Regulation 2017* ([Clause 42](#)) the Person Conducting a Business or Undertaking (PCBU) has a duty to provide first aid. The PCBU must ensure that first aid equipment is provided for the workplace [including vehicles], that each worker at the workplace has access to the equipment, and access to facilities for the administration of first aid. They must also ensure that an adequate number of workers are trained to administer first aid and that workers have access to a first aid treatment. The PCBU must consider in consultation with workers the nature of work being carried out, nature of hazards, size and location of the workplace and the number and composition of workers and other persons at the workplace when determining workplace first aid requirements.

This procedure aims to provide workers and managers with guidance on how to determine and implement adequate and appropriate first aid arrangements at work.

Clinical areas are not exempt from this Procedure. The area may meet the requirements of the WHS Regulation for the provision of first aid requirements, however this will need to be assessed and documented using the [SCHN First Aid Risk Assessment Form](#).

## Expected results

- For SCHN to provide adequate first aid facilities and treatment for its workers who sustain an injury or illness at work.
- Following completion of the First Aid Risk Assessment process, will provide a First Aid plan and appropriate first aid requirements.
- Detail for First Aid equipment, procedures and personnel will be provided. This will include the management of first aid procedures specific to the department.

## Responsibilities

**Workers will:** comply with Work Health and Safety (WHS) and Rehabilitation, Recovery and Return to Work procedures and ensure they are aware of local arrangements for first aid and emergency medical treatment.

**Trained First Aider will:** provide initial treatment to injured or ill workers consistent with their level of training and competence. They **will not:** refuse any reasonable request for assistance in the giving or receiving of aid in respect of the illness or injury of a co-worker at work.

**First Aid for Motor Vehicles** – It is the requirement under the SCHN Motor Vehicle Policy that all vehicles have a first aid kit. It is the responsibility of the person managing the vehicle to ensure that this is provided as they are not provided through State Fleet.

**Line Managers will:**

- Implement and comply with [SCHN Rehabilitation, Recovery and Return to Work procedures](#), ensuring all workers are aware of the local department first aid procedures.
- Ensure the department has completed the SCHN First Aid Risk Assessment, is periodically updated and records retained in the department.
- Acquire an appropriate First Aid Kit and replacement kit/equipment [as determined for identified risks] and ensure signage is appropriately located.

- Allocating staff to be the First Aider for the department if required.
- Develop a First Aid Plan in consultation with the team and as required consult with Staff Health Team for support.

**Directors/Clinical Program Directors will:** assist Workers and Managers to implement first aid in the workplace requirements. Consult with other duty holders to ensure a plan is in place for management of first aid for workers.

**Staff Health Team will:**

- Provide advice for First Aid Kit requirements and First Aider as required.
- Provide recommendation and guidance for restocking of first aid equipment and first aid kits and supplies/equipment.

**Chief Executive will:** ensure the Safety Health and Wellbeing Framework has appropriate procedures to meet legislative requirements.

**Other Duty Holders:** will consult with SCHN Managers and workers regarding First Aid Plans and agree to implement controls.

## Definitions

**First aid** is 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.

**First Aider** is a person who has successfully completed a nationally accredited training course or an equivalent level of training to administer first aid.

**First Aid equipment** includes first aid kits and other equipment used to treat injuries and illnesses.

**First Aid facilities** include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

**High risk workplace** is a workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid. Examples of workplaces that may be considered high risk are ones in which workers:

- use hazardous machinery (for example, mobile plant, chainsaws, power presses and lathes)
- use hazardous substances (for example, chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing)
- are at risk of falls that could result in serious injury (for example, construction and stevedoring)
- carry out hazardous forms of work (for example, working in confined spaces, welding, demolition, electrical work and abrasive blasting)
- are exposed to the risk of physical violence (for example, working alone at night, cash handling or having customers who are frequently physically aggressive)
- work in or around extreme heat or cold (for example, foundries and prolonged outdoor work in extreme temperatures).

**Low risk workplace** means a workplace where workers are not exposed to hazards that could 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.

**First aid rooms** (SafeWork NSW Code of Practice - [First Aid in the Workplace](#)) A first aid room should be established at the workplace if a risk assessment indicates that it would be difficult to administer appropriate first aid unless a first aid room is provided. A first aid room is recommended for:

- low risk workplaces with 200 workers or more, or
- high risk workplaces with 100 workers or more.

The contents of a first aid room should suit the hazards that are specific to the workplace. The location and size of the room should allow easy access and movement of injured people who may need to be supported or moved by stretcher or wheelchair.

Maintaining a first aid room should be allocated to a trained first aider, except where this room is part of a health centre or hospital.

## Equipment

- First Aid Kit as determined by the completed First Aid Risk Assessment.
- First Aid room or station.
- All equipment must comply with the individual Department First Aid Plan.
- **Signage:** Signs must be clearly displayed in the workplace to indicate the location of the First Aid equipment and facilities. The signs and first aid kits will include “White Markings on Green Background” to be compliant with the Australian Standard (AS1319-1994: Safety Signs for the Occupational Environment).
- Additional equipment and resources may be required as per the nature of the hazards of the workplace.

## Trained First Aiders

The requirements for First Aiders in the workplace need to comply with the *Work Health and Safety Regulations 2017* ([Clause 42](#)) and the SafeWork NSW Code of Practice – First Aid in the Workplace. First aid training needs to be completed by a Registered Training Organisation (RTO).

A trained First Aider can be:

- a person who holds a nationally recognised Statement/s of Attainment issued by a RTO for the nationally endorsed first aid unit/s of competency i.e. *Apply First Aid, Apply Advanced First Aid. Training can be accessed by an external RTO and will be approved and funded by the Department.*
- a registered nurse; with annual CPR Training, or;
- a medical practitioner, with annual CPR Training.

First Aid qualifications obtained through an RTO must be renewed every three years and the First Aider is also required to complete an annual CPR assessment. **Note:** The staff assigned as “First Aider” must be consulted with, when developing the First Aid Plan.

## Procedure

### All Departments/Wards/Units

1. Conduct a risk assessment using the [SCHN First Aid Risk Assessment Form](#). A review of the Risk Assessment must be completed if there is a significant change in the workplace or work activities, or where the First Aid requirements are unsatisfactory or at least 3 yearly.
2. The completed First Aid Risk Assessment Form is to be retained by the department.

### First Aid Plan

3. A [First Aid Plan](#) must be developed by the Manager in consultation with the First Aider. Staff Health Team can advise with determining appropriate equipment, signage, treatment areas [First Aid Room or Station] and First Aider requirements.
  - First Aid Kits, signage and training costs are charged to the Department's cost centre.
4. All Managers are to ensure all staff are aware of the department First Aid procedures.

**Communication of First Aid Requirements** can be found on the WHS Noticeboard department First Aid Poster. New and existing workers need to be informed:

- **Contact Details:** The name and contact details of the First Aider(s) "on duty" for the workplace must be clearly displayed along with any other necessary emergency numbers.
  - **Communication of First Aid Arrangements:** All workers must be provided access to the First Aid Plan and made aware of:
    - the location of the First Aid Kit/ Supplies, and First Aid Room (where provided),
    - the name and contact details of the First Aider(s) and any other necessary emergency numbers,
    - staff need to understand the procedure to follow should a work injury/illness occur.
5. Perform an audit of the First Aid Kit monthly using the [First Aid Kit Inspection Checklist](#) to ensure the Kit is fully stocked and in date.

### When First Aid is required

6. Instigate appropriate First Aid when required and comply with hospital escalation procedures for Medical Emergency (Code Blue) if further treatment/assistance is required.
7. Document all First Aid provided into ims+ and record the following details:
  - Name of the injured person.
  - The type of injury/illness.
  - The First Aid treatment administered and details.
  - The name of the person providing "first aid/medical attention".

## Resources

- [SCHN First Aid Risk Assessment Form](#)
- [SCHN First Aid Plan](#)
- [SCHN First Aid Kit Inspection checklist](#)
- [SCHN First Aid Room Design checklist](#)
- [CHW First Aid in the Workplace Poster](#) - template
- [SCH First Aid in the Workplace Poster](#) - template

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