

First Aid Policy

SAMPLE

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SAMPLE

Purpose

This First Aid Policy sets out how [Company Name] will provide timely and effective first aid to workers, contractors, visitors and others who may be affected by its work activities. It supports [Company Name]'s duty to provide a safe workplace under work health and safety (WHS) legislation and forms part of the organisation's overall WHS management system.

The objectives of this policy are to:

- ensure appropriate first aid equipment, facilities and trained first aiders are available at all workplaces under [Company Name]'s management or control
- provide clear procedures for responding to injuries, illnesses and medical emergencies
- minimise the severity and consequences of workplace incidents through prompt first aid response
- support legal compliance with WHS legislation, codes of practice and relevant Australian Standards.

Scope

This policy applies to:

- all workers in [Company Name], including employees, labour hire workers, apprentices, trainees and volunteers
- contractors and sub-contractors working under the direction of [Company Name]
- visitors, clients, customers and members of the public who may be present at [Company Name] workplaces or affected by its work activities
- all fixed workplaces, temporary sites, mobile work, remote and isolated work activities, and any other locations where work is carried out under [Company Name]'s control.

This policy covers:

- first aid risk assessment
- first aid equipment and facilities
- first aiders – selection, training and competencies
- first aid procedures and emergency response
- incident reporting and record keeping related to first aid
- monitoring, review and continuous improvement of first aid arrangements.

Definitions

For the purpose of this policy:

- **First aid** – the immediate care provided to a person suffering an injury or illness until more advanced care is provided or the person recovers.
- **First aider** – a worker who has successfully completed nationally recognised training in first aid and has been appointed by [Company Name] to provide first aid in the workplace.
- **High-risk workplace** – a workplace where workers are exposed to hazards that could result in serious injury or illness, such as falls from height, hazardous chemicals, plant and machinery, confined spaces, live electrical work or remote and isolated work.
- **Low-risk workplace** – a workplace where work is predominantly office-based or involves minimal hazards and the likelihood of serious injury or illness is low.
- **First aid facility** – a dedicated first aid room or area that is equipped and maintained for the provision of first aid.
- **First aid kit** – a collection of equipment and materials for administering first aid, appropriate to the nature of the work and the risks involved.
- **PCBU** – person conducting a business or undertaking, as defined in WHS legislation.

Legal and Other Requirements

[Company Name] will manage first aid in accordance with relevant WHS legislation, including (as applicable in each jurisdiction):

- Work Health and Safety Act
- Work Health and Safety Regulation
- First aid in the workplace Codes of Practice
- relevant Australian Standards (e.g. AS 1319 Safety signs for the occupational environment; AS 4775 Emergency eyewash and shower equipment).

[Company Name] will:

- identify and comply with specific first aid requirements in each State or Territory where it operates
- monitor legislative and regulatory changes relating to first aid
- ensure this policy and associated procedures are updated to reflect current legal and best practice requirements.

Roles and Responsibilities

Officers (e.g. Directors, Senior Executives)

Officers of [Company Name] must exercise due diligence to ensure the organisation meets its WHS duties in relation to first aid by:

- ensuring adequate resources are provided for first aid equipment, facilities and training

- verifying that first aid risks are identified, assessed and controlled
- reviewing information and reports about first aid incidents and response times
- supporting ongoing improvement of first aid arrangements.

Managers and Supervisors

Managers and supervisors are responsible for implementing this policy within their areas of control. They must:

- ensure a first aid risk assessment is completed and reviewed for their work areas
- determine the number and type of first aiders, kits and facilities required
- nominate and support workers to undertake first aid training
- ensure first aid kits and facilities are accessible, properly stocked and maintained
- ensure workers are aware of first aid arrangements and emergency procedures
- support first aiders in performing their role, including providing time for training, refresher courses and debriefing after serious incidents
- ensure all first aid arrangements and incidents are reported and recorded.

First Aiders

Appointed first aiders must:

- hold current, nationally recognised first aid qualifications appropriate to the workplace risk level
- provide immediate first aid within the limits of their training and competence
- maintain confidentiality and treat injured or ill persons with dignity and respect
- ensure first aid kits and equipment in their area are regularly checked, clean, in-date and properly stocked
- record first aid treatment in approved first aid record forms or systems
- participate in refresher training and skills maintenance as required
- cooperate with incident investigations and WHS reviews related to first aid.

Workers

All workers must:

- take reasonable care for their own health and safety and that of others
- follow first aid and emergency procedures
- promptly report all injuries, illnesses and incidents, no matter how minor
- cooperate with first aiders and emergency services personnel