

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

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<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Director People and Culture
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<b>KEY TERMS</b>	First Aid, First Aid Risk Assessment, First Aid Plan
<b>SUMMARY</b>	To provide managers and workers with guidance on how to determine and implement adequate and appropriate first aid arrangements in the workplace.

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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## Work Health and Safety - First Aid Arrangements Procedure

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### 1. POLICY STATEMENT

This procedure has been developed to assist with the local implementation of [Information Sheet - Provision of First Aid Facilities and Personnel](#), from NSW Ministry of Health.

### 2. BACKGROUND

To provide facilities managers, managers and workers with guidance on how to determine and implement adequate and appropriate first aid arrangements.

### 3. RESPONSIBILITIES

**3.1 Workers will:** comply with WHS and IM procedures and ensure they are aware of local arrangements for first aid and emergency medical treatment.

**3.2 Trained First Aider will:** provide initial treatment to injured or ill employees consistent with the First Aiders level of training and competence. A first aider will not refuse any reasonable request for assistance in the provision of first aid to any co-worker in respect to illness or injury at work.

**3.3 Line Managers will:** implement and comply with WHS and IM procedures, including ensuring first aid arrangements are in place for the department and ensure workers are aware of the local first aid procedures.

**3.4 District Managers/ Service Managers will:** assist manager and workers to implement first aid requirements and to consult with other duty holders to ensure there is a plan for the management of first aid to workers within areas in control of the organisation.

**3.5 Chief Executive will:** ensure WHS and IM procedures are in place to achieve our WHS policy objectives.

**3.6 Other duty holders:** will consult with SESLHD managers and workers regarding first aid plans and ensure these are in place prior to commencing work.

### 4. DEFINITIONS (key terms from Code of Practice - First Aid in the Workplace)

**4.1. 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.

**4.2. First aider:** is 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.

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

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- 4.4. High risk workplace:** means 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, chainsaws and plaster saws)
  - 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)
  - carry out hazardous forms of work (for example, working in confined spaces, welding, demolition and electrical work)
  - are exposed to the risk of physical violence (for example, working alone at night, cash handling or having patients who are frequently physically aggressive)
  - working in or around extreme heat or cold.
- 4.5. Low risk workplace:** means a workplace where workers are not exposed to hazards that could result in serious injury or illness such as office areas.  
Potential work-related injuries and illnesses requiring first aid would be minor in nature.
- 4.6. First aid rooms:** means a specific room established at the workplace usually where there are over 100 workers and a risk assessment indicates that it would be difficult to administer appropriate first aid unless a first aid room is provided

For further advice refer to [SafeWork NSW Code of Practice - First Aid in the Workplace](#)

## 5. PROCEDURE

First Aid involves the initial and immediate attention 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.

All workplaces (including vehicles and workplaces offsite) must have arrangements in place for providing adequate first aid to someone who sustains an injury or illness at work and access to further medical assistance where required.

These arrangements must include:

- access to a first aid kit (or equivalent supplies)
- additional first aid arrangements for specific injuries/illnesses that might occur in relation to the type of work activities and associated hazards
- trained first aid personnel (where more than 25 persons are employed at that place of work) Refer to 5.8 Trained First Aiders for more detail
- a first aid room (where required)

### 5.1 Determining First Aid requirements

Within SESLHD facilities, emergency departments and wards meet the minimum requirements of the WHS Regulation for the provision of first aid kits. All other departments are required to conduct a risk assessment using [F122 - First Aid Risk Assessment Form](#) to determine if they require a first aid kit and/or trained first aid personnel.

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The First Aid Risk Assessment will help determine the:

- type of first aid kits and any other equipment or resources required based on an the number of workers and type of work being performed
- number of first aid kits and where they should be located so that all employees have easy access to first aid when required
- need for a First Aid Room based on access to emergency treatment and the type of injuries/illnesses that could be sustained
- number of trained first aid personnel required and required availability
- response procedures to be followed when an incident occurs which requires first aid

### 5.2 Additional equipment and resources

Below is a guide to potential hazards and additional equipment that should be considered for work areas with the listed hazards. Where it is not practical to have the additional equipment located at the work area, they should be available onsite i.e. a Defibrillator may be arranged through the internal Medical Emergency Response Team (Code Blue).

Nature of the work being carried out and the nature of the hazards at the workplace		
Hazards	How the hazard could cause harm	Additional first aid resources/equipment
Manual tasks	Overexertion can cause muscular strain.	Mobility equipment (Wheelchair etc.)
Working at height	Slips, trips and falls can cause fractures, bruises, lacerations, dislocations, concussion.	Stabilizing neck collar Mobility equipment (Wheelchair, portable stretcher etc.)
Electricity	Potential ignition source could cause injuries from fire. Exposure to live electrical wires can cause shock, burns and cardiac arrest.	Automatic defibrillators Burns Module
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, amputation, bruises, lacerations, dislocations.	Automatic defibrillators Burns Module Mobility equipment, Wheelchair etc.
Hazardous chemicals	Toxic or corrosive chemicals may be inhaled, contact skin or eyes causing poisoning, chemical burns, irritation. Flammable chemicals could result in injuries from fire or explosion.	Eye wash and shower equipment Burns Module
Extreme temperatures	Hot surfaces and materials can cause burns. Exposure to heat can cause heat stress and fatigue. Exposure to extreme cold can cause hypothermia and frost bite.	Burns Module Additional blankets
Radiation	Welding arc flashes, ionizing radiation and lasers can cause burns	Burns Module
Animals	Bites, stings, kicks, scratches	Outdoor work module

Refer to [APPENDIX 1 - Contents for a First Aid Kit](#) outlining first aid kit requirements and additional module requirements.

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### 5.3 Implementation

All departments must have a documented [First Aid Plan \(Form F123\)](#), which outlining the general procedure workers are to follow, along with any additional first aid equipment or special arrangements for the work area.

### 5.4 Signage

Signs must be clearly displayed in the workplace to indicate the location of specific first aid kits or rooms and will include "[White Markings on Green Background](#)" to be compliant with the Australian Standard.

### 5.5 Communication of First Aid Requirements

The first aid arrangements must be communicated to all workers in the work area, so they are aware of the [First Aid Plan \(Form F123\)](#). This communication should occur as part of the induction to the work area, or when the plan has changed or been updated.

### 5.6 Recording First Aid Treatment

A record of any first aid treatment that has been provided must be kept and recorded through the Incident Information Management System. The person completing the report must complete the general details of the incident and injury, along with the following sections -

- "Medical attention?" indicating the level of medical attention provided, i.e. First Aid only, Emergency Department
- "Name of person / department providing medical attention"
- "Initial action taken" outlining the type of first aid treatment provided i.e. bandaged laceration to forearm.

The First Aid records must be kept for 5 years in accordance with [F126 - WHS Record Keeping Matrix](#); and be made readily accessible to WorkCover Inspectors on request

### 5.7 Maintenance of First Aid Kit and Equipment contents

Where first aid kit is in place, the kit should be managed by a nominated person (usually a first aider). Any person using the first aid kit is responsible to documenting items that are removed.

The contents of the first aid kit must be checked monthly as part of the monthly Environmental Inspection Form, and stock replenished as required.

A record of the inventory is to be kept with the first aid kit and this record will include any additional first aid equipment. [APPENDIX 1 - Contents for a First Aid Kit](#) is provided as a sample for this purpose.

### 5.8 Trained First Aiders

There is a legislative requirement to provide trained first aid personnel where more than 25 persons employed at a place of work. A trained first aider can be:

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- a person who holds a nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency i.e. Apply First Aid, Apply Advanced First Aid
- a registered nurse with annual CPR Training
- a medical practitioner with annual CPR Training

First aid qualifications obtained through RTO must be renewed every three years and the first aider is also required to complete an annual CPR assessment.

**Note:** The worker assigned as “First Aider” on the First Aid Plan must be consulted with, when developing or reviewing the First Aid Plan.

### 5.9 Review of the First Aid procedures

An annual review should be conducted to evaluate whether the first aid arrangements are effective and appropriate for the first aid treatment needs of the workplace.

The review should include whether the first aid supplies have been adequate and if the arrangements are still suitable. The review must be documented, and this can include the first aid plan review being minuted at team meeting.

#### First Aid for Motor Vehicles

As a motor vehicle is needed at a workplace for work purposes, all work vehicles must have a first aid kit. This is the responsibility of the person managing the vehicle fleet to ensure that kits are provided in all fleet vehicles. First aid kits are not provided through State Fleet.

## 6. DOCUMENTATION

[F122 - First Aid Risk Assessment Form](#)

[F123 - First Aid Plan](#)

[F124 - First Aid Inspection Checklist](#)

[F125 - First Aid Room Design and Contents Checklist](#)

## 7. AUDIT

The compliance with this procedure will be audited through the Ministry of Health WHS Audit every two years.

## 8. REFERENCES

### External

[Work Health and Safety Act 2011 No 10](#)

[Work Health and Safety Regulation 2017](#)

[SafeWork NSW Code of Practice - First Aid in the Workplace](#)

**Ministry of Health**

[Information Sheet - Provision of First Aid Facilities and Personnel](#)

[Work Health and Safety: Better Practice Procedures](#)

**9. REVISION AND APPROVAL HISTORY**

Date	Revision No.	Author and Approval
October 2012	0	P Kuszelyk – Updated to reflect new WHS Act, Regulations and Code of Practice and change to Local Health District. Links to forms updated.
February 2013	1	P Kuszelyk – Updated to reflect First Aid Information sheet issued by MoH
July 2015	2	P Kuszelyk – internal review and update based on user feedback.
September 2017	3	Desktop Revision and Links Update John Parkinson, WHS Consultant
October 2017	3	Updates endorsed by Executive Sponsor
June 2020	4	Risk rating reduced to Low Risk. Review date amended to November 2022 to align to Low Risk. Executive Sponsor updated from Director, Workforce Services to Director People and Culture. Approved by Executive Sponsor.

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### APPENDIX 1 – CONTENTS FOR FIRST AID KIT (For most workplaces, a first aid kit should include the following items):

Kit contents	Qty	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Instructions for providing first aid, including Cardio-Pulmonary Resuscitation 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												



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Additional kits and modules - reference *First aid in the workplace Code of Practice*.

### Outdoor work

If work is performed outside and there is a risk of insect or plant stings or snake bites, assess whether the following items should also be included in the first aid kit:

Additional Items	Kit contents
	Quantity
a heavy duty crepe bandage	1
sting relief cream, gel or spray.	1

### Burn injuries

If your workers are at risk of receiving burns, you should include the following items:

Additional Items	Kit contents
	Quantity
burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply	1
hydro gel (8 × 3.5 gram sachets)	1
hydro gel dressings	
clean polythene sheets (small, medium and large)	
7.5cm cotton conforming bandage	
burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply	