

FIRST AID POLICY

Approved 23/2/00

The AFTRS is committed to providing a safe working environment for its employees. Part of ensuring this is the implementation of a First Aid Policy which covers all aspects of work undertaken by AFTRS staff.

In general terms employees have a right to expect the AFTRS to provide a safe working environment which includes access to First Aid facilities in the case of injury or illness. Staff have an obligation however, to work within the legal requirements and safety rules with regard to safe working conditions. They must ensure that they do not cause accidents or create hazards which may endanger other employees, students or members of the public.

First Aid Officers

First Aid Officers are staff who have been delegated by the Director or delegate to undertake the initial care of employees suffering injury or illness at work. The AFTRS only appoints staff as First Aid Officers if they have current qualifications certified by either the St John Ambulance Association or the Australian Red Cross Society and if there is a need for additional First Aid Officers within the AFTRS. First Aid Officers receive a fortnightly allowance for performing these duties. The allowance is included in calculating their salary for superannuation purposes.

Legal Liability

A First Aid Officer who, in the course of their employment, renders first aid assistance to another Commonwealth employee, is acting on behalf of the Commonwealth. Where damages are awarded by a court, the Commonwealth will assume liability where the First Aid Officer was acting in the course of their employment.

It is recognised that, from time to time, First Aid Officers may be called upon to provide first aid services to persons other than Commonwealth employees. Where damages are awarded by a court, the Commonwealth will assume liability where the First Aid Officer was acting in the course of their employment. However, First Aid Officers should not administer first aid services beyond the level of their training. First Aid Officers should weigh any risks involved in treating any person against their own capabilities to provide first aid services.

Number of First Aid Officers

There are three categories of workplace which apply within the AFTRS. These are workplaces with low-level risks, workplaces with particular hazards, and remote workplaces.

1. Low-level risk - These include the Queensland and Victorian offices and the bulk of the Sydney campus and require 1 First Aid Officer for up to 50 employees, 2 First Aid Officers for 50 to 100 employees, and an additional First Aid Officer for every additional 100 employees.

2. Particular hazards - These would include workshops, the kitchen etc. and require 1 First Aid Officer for up to 25 employees and 2 First Aid Officers for up to 50 employees.
3. Remote - This would include locations where there is no timely access to appropriate medical and ambulance services and require at least 1 First Aid Officer for every 10 employees.

Duties of First Aid Officers

First Aid Officers undertake the initial care of people suffering injury and illness at work. This should be consistent with their skills and knowledge acquired from training. If in doubt the first aid officer should recommend an employee seek medical advice or arrange for assistance from emergency services. First Aid Officers are not responsible for on-going medical care.

Skills and Competencies

First Aid Officers must have current qualifications certified by either the St John Ambulance Association or the Australian Red Cross Society. The AFTRS will pay the cost of the required training and employees will be treated as "on duty" for the period of the training.

Vaccinations

The AFTRS will offer First Aid Officers hepatitis vaccinations at employer expense due to the potential for exposure to human blood or body substances in the performance of their duties as First Aid Officers.

First Aid Kits

Quantity and Location

For workplaces with a low level of risk, 1 first aid kit is required for each 50 employees. For workplaces with particular hazards one first aid kit is required for each 25 employees. For remote localities every group should have access to a first aid kit with a minimum of 1 kit for every 25 employees.

Each interstate office has a first aid kit. The first aid kits on the Sydney campus are located in:

- Reception
- The First Aid Room near the Printroom
- Loading Bay
- Café
- Engineering
- Operations and Facilities
- Stores
- Maintenance Workshop
- Library
- Set Construction Workshop

For the purposes of location shoots a first aid kit shall be placed permanently in each of the AFTRS trucks.

Containers and Contents

The first aid kit should be in a waterproof container which protects against dust and damage. It should be a white container with a green cross and the words "First Aid Kit" clearly printed in red. First aid kits should not be locked.

For a list of the required contents for a first aid kit see Schedule A. Analgesics (e.g. paracetamol and aspirin) should not be made available by the AFTRS unless a medical practitioner advises that analgesics are necessary in specific instances and for specific staff.

Signage

Safety signs should identify and locate first aid facilities, emergency services telephone numbers and details of First Aid Officers.

First Aid Rooms

The AFTRS will provide access for employees to a well illuminated and ventilated first aid room in each permanent location. This should be easily accessible and be near toilets. The room should not be used for any other purpose or be accessible by individuals other than employees.

Each first aid room and kit should be under the control of a First Aid Officer. The Property Services Supervisor is responsible for stocking first aid kits and the first aid room in Sydney. First Aid Officers are similarly responsible in interstate offices.

The requirements for a first aid room are listed at Schedule B.

First Aid Services for Third Parties

The AFTRS has a duty to protect the health and safety of people either at or near the workplace, including students and the general public. First Aid Officers are not legally required to assist non-employees but it is generally accepted that on occasion they do. The First Aid Officer should ensure that assisting any third party does not increase the risk of injury and ill health of AFTRS employees.

Confidentiality

All records relating to an employee's treatment must remain confidential in accordance with the requirements of the *Privacy Act 1988*.

Legislative Authority

Safety, Rehabilitation and Compensation Act 1988

Occupational Health and Safety (Commonwealth Employment) Act 1991

Privacy Act 1988

Approved Code of Practice for First Aid in Commonwealth Workplaces (effective 10.11.99)

These are available from the Human Resources Department.

Related Policies

Occupational Health and Safety Policy
Occupational Health and Safety Agreement

These are available on the Intranet



SCHEDULE A

Contents of a First Aid Kit

- Emergency services telephone numbers and addresses
- Name and telephone number of workplace First Aid Officers
- Basic first aid notes
- Disposable gloves
- Surgical Face Mask
- Face goggles
- Resuscitation mask
- Individually wrapped sterile adhesive dressing
- Antiseptic solution
- Sterile eye pads
- Sterile covering for serious wounds
- Triangular bandages
- Safety pins
- Small sterile un-medicated wound dressing
- Medium sterile un-medicated wound dressing
- Large sterile un-medicated wound dressing
- Non-allergenic tape
- Rubber thread or crepe bandage
- Scissors
- Tweezers
- Suitable book for recording details of first aid provided (or use incident report forms near kits)

And for remote localities (i.e. in AFTRS trucks)

- Emergency reference manual
- Broad crepe bandages (for snake bites)
- Cervical collar
- Large clean sheeting
- Thermal blanket
- Whistle (for attracting attention)
- Torch or flashlight

SCHEDULE B

Requirements for First Aid Rooms



AFTRS

- Resuscitation mask
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- Surgical mask
- Face goggles
- Sink and wash basin with hot and cold water supplied
- Work bench or dressing trolley
- Cupboards for storage of medicaments, dressing and linen
- Soiled dressing container
- Sharps disposal system
- Electric power points
- Couch with blankets and pillow
- Upright chair
- Desk and telephone
- Signage indicating emergency telephone numbers
- Signage indicating emergency first aid procedure
- Stretcher
- First aid kit appropriate for the workplace

