

Policy Guideline

First Aid Management Policy Guideline (WHS)

Objective file number: 2014-1245
Document classification: FOR OFFICIAL USE ONLY-I2-A2
Policy developed by: Workforce Health, System Performance and Service
Approved at Portfolio: 6 October 2015
Next review due: 30 August 2018

Summary The First Aid Management Policy Guideline is designed to provide practical guidance for all SA Health Local Health Networks/ Health Service / Business Units (LHN / HS / BU) ensuring that all workers have access to first aid in accordance with the Approved Code of Practice First Aid in the Workplace. This policy guideline does not include the provision of mental health first aid.

Keywords First aid, First aid training, First aid equipment – first aid kits, first aid facilities, first aid rooms, high risk workplace, policy guideline

Policy history Is this a new policy? *Y*
Does this policy amend or update an existing policy? *N*
Does this policy replace an existing policy? *N*
If so, which policies?

Applies to *All SA Health Portfolio*

Staff impact *All Staff, Management, Admin, Students; Volunteers*

EPAS Compatible *NA*

**Registered with
Divisional Policy** *Yes*

Policy doc. Reference *G0151*

Version control and change history

Version	Date from	Date to	Amendment
1.0	06/10/2015	Current	Original version

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First Aid Management Policy Guideline

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Government
of South Australia

SA Health

Document control information

Document owner	Group Director, Workforce Directorate, System Performance and Service Delivery, SA Health
Contributors	Clinical Practice Consultant, Fitness for Work , Workforce Health Manager, Fitness for Work , Workforce Health
Document classification	For Official Use Only -I2-A2
Document location	SA Health internet – ‘policies page’ SA Health intranet only – ‘policies page’ (publishing exemption requested and approved by Portfolio Executive)
Reference	2014–12415/1
Valid from	October 2015
Review date	August 2018

Document history

Date	Version	Who approved New/Revised Version	Change reference
6/10/2015	V1	Portfolio Executive	.

Endorsements

Date	Endorsed by
/ /	Group Director Workforce, System Performance and Service Delivery

Approvals

Date	Approved by
6/10/2015	Portfolio Executive

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First Aid Management (WHS) Policy Guideline

1. Objective

SA Health is committed to and acknowledges its legislative responsibility for the provision of a safe work environment and the prevention of injury / illness for all persons.

The SA Health WHSIM Policy Guideline First Aid Management (“the guideline”) is designed to provide practical guidance for all SA Health Local Health Networks/ Health Service /Business Units (LHN / HS / BU) ensuring that all workers have access to first aid in accordance with the Approved Code of Practice First Aid in the Workplace.

The guideline is to be read in conjunction with the SA Health WHSIM Policy Directives *Roles, Responsibilities and Governance (WHS)*, *Health and Wellbeing in the Workplace (WHS)*, *Hazard Identification and Risk Management (WHS)*, *WHS Reporting and Investigation* and SA Health WHSIM Policy Guideline *Remote or isolated Work Health and Safety*.

2. Scope

This policy guideline applies to the provision of first aid for physical injuries or acute medical emergencies to all SA Health workers including occupiers, contractors, volunteers, labour hire personnel and students whilst at work. This policy guideline does not include the provision of mental health first aid.

3. Principles

The provision of prompt and effective first aid to all workers at the workplace assists in the provision of a safe workplace through the reduction of the severity of injury and illness and promoting recovery.

There is a wide variance in work environments and activities within SA Health and therefore assessment is required at the local level to identify existing first aid resources and first aid needs to ensure appropriate first aid is available to all workers.

4. Detail

The LHN / HS / BU must develop a first aid procedure detailing first aid provision based on assessment and review of first aid requirements identified in the SA Health WHSIM Form First Aid Assessment (FOR 327) to be completed by workplace managers at the local level.

4.1 Identification of first aid requirements

First aid requirements are identified by the SA Health WHSIM Form First Aid Assessment (FOR327) which includes

- Identifying high risk activities that give rise to hazards in the workplace.
- Reviewing Safety Learning System (SLS) or other relevant incident report data to identify the type severity and likelihood of injuries / illness.
- Reviewing safety data sheets (SDS) for any hazardous chemicals that are used or stored at the workplace and the recommended first aid requirements.
- Considering the needs of workers who have a disability or known health concern and others at the workplace who are co – located.
- Considering access to medical emergency systems for management of events such as cardiac / respiratory arrest, threatened airway or major haemorrhage.
- Identifying those who may administer immediate first aid for injuries / illness. This includes paramedics, medical officers and nurses (in clinical work areas) who have contemporary first aid knowledge and skills. Refer to 4.5 for details.
- Identifying local first aid provisions such as band aids / bandages / dressings that may be immediately available in packs, ambulances and ward / unit area store or treatment rooms. Consideration should be given to utilising these as required to attend to first aid in the local area.

4.2 First aid kits

- Where first aid kits are required, the contents of first aid kits should be based on the specific hazards identified by the first aid assessment conducted in the area, for example, eye wash kit for areas with chemical or infectious hazards.
- The contents of first aid kits should provide basic equipment for administering first aid for injuries including but not limited to cuts, scratches, punctures, grazes and splinters, muscular sprains and strains, major bleeding wounds, broken bones, eye injuries or shock. Refer to SA Health WHSIM Fact sheet First Aid Kit Contents (FS001).
- First aid kits may be any size, shape or type to suit the workplace and should be sufficiently large to contain all the necessary items.
- The first aid kit should be identifiable with a white cross on a green background, contain a list of the contents for that kit and be made of material that protects the contents from dust, moisture and contamination.
- More than one first aid kit will be required where:
 - small numbers of workers are dispersed over a wide area;
 - there is restricted access to a part of the workplace;
 - there are separate work areas such as a number of buildings on one site;
 - the workplace has more than one level

4.3 Location of first aid kits

- Large workplaces may require first aid to be available in more than one location if work is being carried out a distance from emergency and medical services including ambulance services.
- Emergency floor plans displayed in the workplace should include the location of first aid kits.

- First aid kits should be accessible to all workers, be able to be retrieved promptly and located close to identified areas of higher risk of injury based on the first aid assessment.
- At least one first aid kit should be located on every second floor of a multi storey building.
- First aid kits should be provided and stowed securely in the vehicles of mobile workers, for example, kits must be secured so as not to become a projectile in the event of a vehicle accident or incident.

4.4 Restocking and maintaining kits

- The LHN / HS / BU may nominate a person who may be the first aider in the workplace to maintain and monitor access to first aid kits, undertaking regular checks, after use, or if not used at least every 12 months.
- The nominated person should ensure the kit contains a complete set of the required items in good working order and all sterile products are within the expiry date, have not deteriorated, are sealed and have not been tampered with.
- The nominated person should sign and date an inventory list (kept in the first aid kit) after each check.

4.5 Other first aid equipment

- An automated external defibrillator should be considered where
 - emergency, or medical assistance and emergency management systems are unavailable
 - there is a large number of the general public present at the workplace at any one time
 - where the work area / workplace is considered to be high risk
- The provision of eyewash and shower equipment is required in areas where there is a risk of exposure to hazardous chemicals or contamination from infectious substances or serious burns to a large area of the face or body from chemicals, electricity, steam or hot water.
- Shower and eyewash equipment should be selected and maintained in accordance with AS4775 Emergency eyewash and shower equipment.

4.6 First aid facilities

- LHN / HS / BU's may consider using the emergency department (where available) for injured or ill workers when urgent medical treatment is required.
- A first aid room is recommended for low risk workplaces with 200 or more workers and for high risk workplaces with 100 or more workers where there is no suitable alternative such as an existing treatment or clinic room.
- The contents of a first aid room should suit the hazards and risks that are specific to that workplace.
- The location and size of the first aid room should allow easy access and movement of injured people who may need to be supported or moved by stretcher or wheelchair; have an approximate floor area of 14 square metres with minimum door width of 1 metre to enable stretcher access.

- The first aid room, if required, should be located with easy access to a sink with hot and cold water, toilet facilities, offer privacy via screening or a door, be well lit and ventilated.
- A clean and quiet area within the workplace may be considered as an alternative to a first aid room, provided it affords privacy to an injured or ill person and has access to a telephone or emergency call system.
- The LHN / HS / BU must display first aid signage which meets *AS 1319 Safety Signs for the Occupational Environment* to assist workers in easily locating first aid equipment and facilities.

4.7 First aider training

The following are the current Australian Government training nationally endorsed first aid units of competency for first aiders that should be considered when determining the level of training required

- **Provide First Aid HLTAID003** (previously known as Apply First Aid) covers competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance.
- **Provide Advanced First Aid and Provide Advance First Aid Response HLTAID006** (previously known as Apply Advanced First Aid) provides additional competencies required to apply advanced first aid procedures. This type of training is suitable for some high risk workplaces.
- **Manage First Aid Services and Resources HLTAID008** (previously known as Manage first aid in the workplace or Occupational first aid) is required for all first aiders who are required to manage a first aid room).
- **Provide First Aid in Remote Situations HLTAID005** covers the competencies required to administer first aid in a remote and / or isolated situation, including preparing for aero-medical evacuation. This type of training is suitable for high risk workplaces that are likely to have a major delay in accessing emergency services.
- **Provide Cardiopulmonary Resuscitation HLTAID001** covers CPR. LHNs / HS / BU may achieve this through annual local based CPR training which meets the Australian Resuscitation Council guidelines.

4.7 First aiders

- The recommended number of first aiders is:
 - Low risk workplaces one first aider for every 50 workers
 - High risk workplaces one first aider for every 25 workers
 - Remote workplaces one first aider for every 10 workers
- The role of the first aider is a voluntary role and the worker must agree to act as a first aider unless the requirement is stipulated in the worker's role description.
- The LHN / HS / BU must when undertaking the first aid assessment identify the training requirements of first aiders based on the risk level.
- The LHN / HS / BU may identify other persons in the workplace who are qualified by virtue of their training and skills to administer first aid.
- In work areas where no individual worker with contemporary first aid knowledge and skills has been identified, a first aider should be trained and hold nationally

recognised statements of attainment for the endorsed first aid units of competency issued by a Registered Training Organisation.

- First aiders must update skills and knowledge by attending a refresher course every three years and updating cardiopulmonary resuscitation training annually.
- The payment of a first aid allowance may be applicable; reference may be made to the relevant awards or agreements and the SA Health Human Resources Manual.
- Where a first aid allowance is applicable the appointed first aider based in a LHN/HS/BU should complete the LHN 006 payroll allowance form and forward to their manager.
- Workers providing first aid must be offered and provided with hepatitis B immunisation.

4.8 Minimising risks for remote and isolated workers

- LHN / HS / BU must have systems in place to minimise the risks to health and safety of remote and isolated workers including:
 - effective communication
 - assistance including rescue
 - medical assistance
 - attendance of medical emergency service workers

4.9 First aid communication and consultation requirements

- The LHN / HS / BU must consult with health and safety representatives, other duty holders, workers and labour hire companies when determining first aid provision at the LHN / HS / BU.
- LHN / HS / BU must consult when reviewing first aid arrangements to ensure they are adequate and effective. This should occur after major events or at least every three years.
- The LHN / HS / BU must provide information about first aid to their workers. The information must be provided as part of a worker's induction and when there are any changes in the provision of first aid.

4.10 Records management

- The LHN / HS / BU should develop, establish and maintain registers of first aiders specifically trained to perform this role in their local workplace including first aider training dates and course type.
- Records of any first aid treatment provided should be documented and signed by the individual providing first aid on a treatment log and reported to managers to assist with ongoing review of the LHN / HS / BU first aid requirements.
- The records of first aid treatment are subject to health records legislation and LHN / HS / BU must identify and implement document management systems to ensure the confidentiality and security of personal information contained in the first aid log.
- SA Health is accountable to maintain and protect the integrity and accessibility of all official documents and records by ensuring SA Health LHN / HS / BU and workplaces have a robust document control and records management system.
- All official SA Health WHSIM records must be retained either centrally or locally in accordance with Work Health Safety Regulations 2012 (SA) and disposed of in

accordance with GDS15 – General Disposal Schedule (State Records), SA Health Record Management Procedure 005 and SA Health WHSIM Policy Guideline - System Documentation Management.

5. Roles and Responsibilities

The following roles and responsibilities are specific to this policy guideline and should be read in conjunction with SA Health WHSIM Policy Directive Roles, Responsibilities and Governance:

5.1 Chief Executive / Deputy Chief Executives

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy guideline.
- Establish awareness of and accountability for the implementation of this policy guideline.

5.2 Chief Executive Officers / Chief Operating Officers (LHN / Health Services / Business Unit)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy guideline.
- Establish awareness of and accountability for the implementation of this policy guideline.
- Ensure the provision of resources for training of first aid officers and the first aid equipment and facilities as determined through the first aid risk assessment and consultative process.

5.3 Executive Directors / General Managers / Directors (LHN / HS/BU)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this policy guideline.
- Establish awareness of and accountability for the implementation of this policy guideline.
- Ensure the provision of resources for training of first aid officers and the first aid equipment and facilities as determined through the first aid risk assessment and consultative process.
- Implement a document management system to ensure the confidentiality and security of personal information contained in the first aid log.
- Ensure that first aiders are provided access to and offered hepatitis B immunisation.

5.4 Site Managers / Line Managers / Supervisors / Team Leaders

Will take reasonable practicable steps to:

- Exercise due diligence (where relevant) to ensure compliance with the intent of this policy guideline.
- Ensure that first aid assessment and review is undertaken to determine first aid requirements in consultation with Health and Safety Representatives.
- Identify the number of first aiders and first aid or clean quiet rooms required for each worksite under his / her management.

- Ensure that an adequate number of workers are trained to administer first aid at the workplace or that the workers have access to an adequate number of other persons to administer first aid.
- Ensure the confidentiality and security first aid logs are maintained.
- Ensure first aiders are offered hepatitis B immunisation.
- Ensure new workers know the first aid and emergency procedures as part of their induction and when changes to first aid and emergency procedures occur.
- Ensure an up to date list of designated first aiders is displayed at the worksite(s) / work area (s).
- Ensure that each worker at the workplace has ready access to first aid provisions such as first aid kits / equipment and facilities for the administration of first aid.
- Ensure designated first aiders are provided with time to attend training 3 yearly to renew their qualifications and confirm their competence to provide first aid. Cardiopulmonary (CPR) training should be undertaken annually.
- Ensure that designated first aiders are directed not to exceed their first aid training and competency.
- Ensure that workers report, work related incidents resulting in injury / illness on the SA Health Safety Learning System (SLS) or South Australian Ambulance Service 1300 886 268 number.
- Investigate the incident that led to the accident and complete appropriate documentation.

5.5 First aiders

Will take reasonable care to:

- Protect their own health and safety and that of others in performing their role as a first aider.
- Ensure that infection prevention and control requirements such as standard precautions are maintained to prevent transmission of infectious diseases when undertaking first aid.
Reference may be made to LHN / HS / BU, WHS and infection prevention and control procedures which include, but is not limited to, hand hygiene, safe sharps disposal, spills management, waste management and management of blood and body fluid exposures.
- Participate in the LHN / HS / BU hepatitis B immunisation program.
- Attend first aid training which includes updating CPR annually and the nationally endorsed first aid unit(s) of competence every three years.
- Record details of first aid provided on a log e. g SA Health WHSIM Template First Aid log (TMP071) or other local systems for recording first aid provision.
- Report first aid treatments provided to managers on a regular basis to assist with reviewing first aid arrangements.
- Maintain the confidentiality and security personal information on first aid treatment logs.
- Do not exceed their level of first aid training and competency in providing first aid.
- Where nominated, undertake regular checks of first aid kits after use, annually, if not used and restock as necessary, ensuring that items in first aid kits are in good working order, have not deteriorated, are sealed, have not been tampered with and sterile products are within the expiry date.
- Advise injured workers to report work related incidents resulting in injury / illness using the SA Health Safety Learning System or the South Australian Ambulance Service 1300 886 268 number.

5.6 Workforce Health Professional

Will take reasonable care to:

- Provide specialist advice, guidance and recommendations with respect to legislative requirements including interpretation of the *WHS Regulations 2012* (SA) and the approved Code of Practice First Aid in the Workplace 2015.
- Coordinate the first aid assessment and review process in LHN / HS / BU to determine first aid requirements and develop local procedure.
- Consult with other duty holders.
- Maintain a register of the first aid assessment forms.

5.7 Workers

Will take reasonable care to:

- Follow reasonable instructions and comply with all relevant SA Health policies, policy guidelines, LHN / HS/BU procedures and associated local instructions.
- Attend any training that familiarises them with first aid processes in their workplace.
- Report work related incidents using the SA Health Safety Learning System or the South Australian Ambulance Service 1300 886 268 number.

6. Reporting

6.1 Reporting Incidents to the Regulator











All dangerous incidents, work related deaths and injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable Incident and must be immediately reported to the regulator SafeWork SA in accordance with Section 38 of the *Work Health and Safety Act 2012* (SA).

Any incidents requiring first aid must be reported on the SA Health Safety Learning System (SLS) or for SA Ambulance Service 1300 886 268 number.

7. EPAS

N/A

8. National Safety and Quality Health Service Standards

									
National Standard 1	National Standard 2	National Standard 3	National Standard 4	National Standard 5	National Standard 6	National Standard 7	National Standard 8	National Standard 9	National Standard 10
Governance for Safety and Quality in Health Care	Partnering with Consumers	Preventing & Controlling Healthcare associated infections	Medication Safety	Patient Identification & Procedure Matching	Clinical Handover	Blood and Blood Products	Preventing & Managing Pressure Injuries	Recognising & Responding to Clinical Deterioration	Preventing Falls & Harm from Falls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Other

Not Applicable

10. Risk Management

Work Health and Safety risk management guidance and considerations defined in this policy guideline align in principle with [SA Health Risk Management Framework 2014](#) and ISO 31000 Risk Management- Principles and guidelines.

11. Evaluation

In accordance with [SA Health Policy Directive – Performance Review and Continuous Improvement](#), implementation of this Policy Guideline will be monitored via the SA Health WHS Internal Audit Program against the following criteria:

- All work areas have conducted first aid risk assessment.
- An LHN / HS / BU specific first aid procedure has been developed outlining first aid provisions and processes to be followed.
- Information relating to first aid arrangements is communicated to workers at orientation / induction and on an ongoing basis as required.
- First aiders have been appropriately trained based on the risks and the availability of others who have contemporary first aid skills and knowledge such as paramedics, medical officers and registered nurses.
- First aid training records are kept including 3 yearly updates of first aid skills and competency and annual cardiopulmonary resuscitation.
- First aiders are offered hepatitis B vaccination.

- First aid supplies and facilities are provided to workers and adequately maintained checked after use and at least annually.
- First aid supplies and facilities are signposted in accordance with AS1319.
- Document management systems to ensure the confidentiality and security of personal information contained in the first aid log have been implemented.

12. Definitions

Reference may be made to CF007 - WHSIM glossary of definitions.

In the context of this document:

- **Emergency shower** means a device specifically designed and intended to deliver flushing fluid in sufficient volume to cause that fluid to cascade over the entire body.
- **Eyewash** means a device specifically designed and intended to deliver flushing fluid in sufficient volume to irrigate and flush the eyes.
- **First aid** means 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** means 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.
- **First aid equipment** means first aid kits and other equipment used to treat injuries and illnesses.
- **First aid facilities** means facilities provided for the provision of first aid and includes: but not limited to first aid rooms, clean water supplies and other facilities for the administration of first aid.
- **High risk workplace** means a workplace where workers are exposed to hazards that could result in serious injury or illness and require first aid. Examples of workplaces that may be considered high risk are ones in which workers:
 - Use hazardous machinery, (for example mobile plant, chain saw, power presses and lathes).
 - Use hazardous substances, (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 (e.g. working in confined spaces, welding, demolition electrical work and abrasive blasting).
 - Are exposed to the risk of physical violence, cash handling or having clients who are physically aggressive.
 - Work in 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 and potential work related injuries and illness requiring first aid would be minor in nature.

13. Associated Policy Directives / Policy Guidelines

[SA Health WHSIM Policy Directive – Performance Review and Development](#)

SA Health WHSIM Policy Directive – Roles, Responsibilities and Governance

SA Health WHSIM Policy Guideline - System Documentation

[SA Health WHSIM Procedure – Reporting and Investigating WHS Hazards and Incidents](#)

SA Health WHSIM Policy Guideline - System Documentation Management

SA Health WHSIM Policy Guideline– Work Environment and Facilities Safety

SA Health WHSIM Policy Directive - Health and Wellbeing in the Workplace

SA Health WHSIM Policy Directive - High Risk Work Safety

SA Health WHSIM Policy Guideline - Remote or Isolated Work Safety

SA Health WHSIM Policy Directive – Hazard Identification and Risk Management

[SA Health Risk Management Framework 2014](#)

[SA Health Policy Directive Work Health Safety Injury Management System – Glossary and Terms](#)

14. References, Resources and Related Documents

Australian Guidelines for the Prevention and Control of Infection in Health Care (2010)

SA Health WHSIM Form First Aid Assessment (FOR327)

SA Health WHSIM Factsheet FS001 First Aid Kit Contents (FS001)

Standards Australia - AS4775 *Emergency eye wash and shower equipment*

Standards Australia -AS 1319 *Safety Signs for the Occupational Environment*

SafeWork Australia- Approved Code of Practice First Aid in the Workplace 2015

SafeWork Australia. Approved Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination 2011

SA Health Emergency Management - Extreme Heat Guide

SA Health WHSIM Template First Aid Log (TMP071)

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Work Health & Safety (WHS)

First Aid Assessment

Rationale

The first aid assessment process is to assist in the determination of the appropriate first aid facilities including first aid kits and the number of first aiders. The first aid assessment is to be completed by line managers in consultation with workers, health and safety representatives and work health and safety professionals. The first aid assessment should be undertaken 3 yearly or when major changes to work practices or the workplace occur.

Section 1 About your workplace	
Local Health Network / Health Service	
Business unit	Site
	Address
Work area / department	Name of manager completing form / contact phone number
Floor	Name of health and safety representative
Date of first aid assessment	
1.1 Size and layout of the work area / workplace	
<input type="checkbox"/> Single storey building <input type="checkbox"/> Multi storey buildings (ensure first aid kits / first aiders available every second floor where applicable) <input type="checkbox"/> Multi building site (ensure access to first aiders and kits or items in each building where applicable) <input type="checkbox"/> Areas where access is restricted (ensure first aid kit is accessible to workers in restricted and non-restricted areas)	
1.2 Number and distribution of employees	
Number of workers in the worksite at any one time (Consider the potential number of students / visitors / contractors / co located workers)	
Are workers involved in Shift work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes ensure access to sufficient number of designated first aiders available to cover all shifts
1.3 Access to medical assistance	
Does the work area / workplace have code blue medical emergency systems in place? <input type="checkbox"/> Yes <input type="checkbox"/> No - (Consider if the workplace / work area requires an automatic defibrillator)	
Does the work area / workplace have access to an onsite emergency department for the delivery of first aid? <input type="checkbox"/> Yes <input type="checkbox"/> No – Identify if first aid can be provided at the workplace without a first aid room or a clean quiet area Document area identified for the provision of first aid	
Does the work area / workplace have others who can administer first aid? (The individual must have an equivalent level of first aid training required to recognise and respond to common life threatening injuries or illness e.g. paramedics, ambulance officers, medical officers or registered nurses). <input type="checkbox"/> Yes- first aiders are not required- <input type="checkbox"/> No- first aiders are required	
1.4 Access to items for the provision of first aid first aid items	
Does the work area / work place have access to items such as bandages and dressings that can be used to provide first aid? (tick if applies) <input type="checkbox"/> Yes- you may not need a first aid kit unless you have additional first aid kit requirements <input type="checkbox"/> No- First aid kits are required	

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1.5 Nature of Hazards– review hazards of the work place/ work area and any incidents/ injuries which have required first aid in your area

Known or possible workplace hazards: Tick all that apply	First aid equipment / facilities and first aid kit recommendations		
<input type="checkbox"/> Slippery surface or work in slippery conditions causing slips , trips and falls	Is access to instant ice pack hot/cold pack available in the first aid kit?	<input type="checkbox"/> yes	<input type="checkbox"/> no If no ensure added to first aid kit contents
<input type="checkbox"/> Chemical Exposure Fumes/ splash <input type="checkbox"/> Exposure to Infectious agents including Blood and Body Fluid exposures <input type="checkbox"/> Chemical, Cold and Heat Burns	Is access to shower equipment available?	<input type="checkbox"/> yes	<input type="checkbox"/> no If no ensure appropriate equipment available or access to is discussed, identified and implemented
	Is access to eyewash equipment available?	<input type="checkbox"/> yes	<input type="checkbox"/> no If no ensure appropriate equipment available or access to is discussed, identified and implemented
	Is access to clean running water available?	<input type="checkbox"/> yes	<input type="checkbox"/> no If no ensure access to items listed below for management of burns
	Document number available / required and identified location Eye wash Shower Burns instruction cards, hydrogels dressings, hydrogel 3.5 gm sachets clean polythene sheets , 7.5 cm cotton conforming bandage for treatment of burns.....		
<input type="checkbox"/> Animal / insect related injuries: e.g. bites, stings scratches	Is access to sting cream/ gel, extra wide crepe bandage (snake bites) available?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	If no add the following items to first aid kit (tick all that apply) <input type="checkbox"/> sting cream / gel, <input type="checkbox"/> extra wide crepe bandage		
<input type="checkbox"/> Workers at high risk of electrocution <input type="checkbox"/> Large number of the general public are present at the worksite at any one time	Is access to code blue medical emergency systems available?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	If no access is available to code blue medical emergency systems an automatic defibrillator should be considered		
<input type="checkbox"/> Other	Document first aid requirements		
<input type="checkbox"/> Do safety data sheets and labels state any specific first aid requirements	Document first aid requirements.....		
1.6 Known occurrences of injury illnesses			
Have there been any other incidents (including near misses) caused by hazards, not mentioned above.	Were any specific first aid requirements Identified?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	Document specific first aid requirements		
1.7 Workers with a known disability and health concern			
Does the work area have workers with a disability or a health concern who have specific first aid requirements?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
	Document specific first aid requirements		

Work Health & Safety (WHS)

Section 2. Determining first aid requirements			
2.1 High risk workplace / work area			
Is this a high risk workplace / work area? (e.g. laboratory, workshops, hazardous machinery, hazardous substances, risk of falls,)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Is there one first aider for every 25 workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
2.2 Low risk workplace / work area			
Is this a low risk workplace / work area? (e.g. offices, shops or libraries)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Is there one first aider for every 50 workers?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
2.3 Remote and isolated work			
Is the work place / work area considered to be remote or isolated? (e.g. Work alone in isolation and or remotely, work alone offsite in isolation and or remotely, provide outreach services including client homes, work away from populated areas)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes is there one first aider for every 10 workers	<input type="checkbox"/> yes	<input type="checkbox"/> no	
2.4 Mobile workplace			
Does the work area/ workplace have workers who are considered to be mobile? (Work from a vehicle e.g. outreach workers, pathology couriers, ambulance workers)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes portable first aid kits are required			
2.5 First Aid Kits			
Document First aid kits and additional items	Document First aid kit number available / required	Document First aid kit location	
example Standard first aid kit Additional items burn gel /	1	Kitchen	
2.6 Details of designated first aiders (please attach copy of attainment of nationally endorsed first aid unit of competency)			
Name	location	Level of training Refer to Information sheet Number of First aiders and level of training	Date of attainment of nationally endorsed first aid unit of competency
Number of first aiders and level of training required if insufficient trained first aiders			

Work Health & Safety (WHS)

2.7 First aid room/clean quiet area is recommended if access to an emergency department is unavailable for the delivery of first aid

A first aid room is recommended for low risk workplaces with 200 or more workers and high risk workplaces with 100 or more workers at the workplace at any one time (if it is difficult to provide first aid without one being available)

Do you have access to first aid room or an area that provides privacy and a phone line to summon help if required to administer first aid?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	If no identify location / area	

This will be determined by the LHN / HS / BU that reviews all of the individual first aid assessment forms

Please retain a copy for your records and send completed First Aid Assessment to Work Health and Safety Unit/ Department.

Office Use Only			
Date received			
Checked by			
Consultation, coordination and co-operation has occurred with other duty holders	Yes	No	N/a
Placed on Register / spreadsheet			

For more information

Property Name
Division etc
Address Line 1
Address
Telephone:
www.sahealth.sa.gov.au

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Work Health & Safety Fact Sheet

First Aid Kit Contents

First aid kits should provide basic equipment for administering first aid for injuries including; cuts, scratches, punctures, grazes, splinters, muscular sprains and strains, minor burns, amputations and or major bleeding wounds, broken bones, eye injuries and shock. Additional equipment such as additional eye pads may be required based on the first aid assessment.

First Aid Kit recommended contents- : 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)	1
Note book and pen	1
Resuscitation face mask or face shield	1
Diposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x7.5cm, sterile (3 per pack)	5 packs
Saline (15ml)	8
Wound cleaning wipw (single 1% Cetrimide BP)	10
Adhesive strips-plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/ forceps	1
Antiseptic liquid/spray (50ml)	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
Eye pad (single use)	4
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
Trangular bandage, (calico or cotton width 90 cm)	2
Emergency rescue balnket (for shock or hypothermia)	1
Access to 20 minutes running water or (if this is not available) hydro gel (3.5 gm sachets	5 sachets
Instant ice pack (e.g for treatment of soft tissue injuries and some stings)	1
Note medications such as panadol or aspirin should not be included in any first aid kit because of their potential to cause adverse health effects in some people.	

Reference First Aid Code of Practice July 2012



Government
of South Australia

SA Health
March 2015

TMP071- Template First Aid Treatment Log

First Aid Treatment Log (advise manager when immediate response and action is required)
Injured at work Call 1800 702 264 Advise worker to complete WHS Safety Learning System Report

Date & Time	Name of worker	Nature of injury or illness	Treatment & Supplies dispensed	Signature of first aider