

Health and Safety - Workplace First Aid Procedure

Section 1 - Purpose / Objectives

- (1) Ensure Victoria University provides adequate first aid services for the welfare of its employees, students and visitors on all the campuses and in relation to all activities under the control and management of the University.
- (2) Provide practical instruction for the assessment of provision of First Aid in University workplaces and in relation to University activities.
- (3) Describe the required qualifications and the training required to maintain the qualifications of workplace First Aiders at the University.
- (4) Provide information on purchasing and maintaining first aid kits at the University.

Section 2 - Scope / Application

- (5) This procedure applies across the University and to all University employees.

Section 3 - Definitions

- (6) Nil

Section 4 - Policy Statement

- (7) Nil

Section 5 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibility
Everyone working at VU	<ul style="list-style-type: none"> - Take care to avoid injury or illness. - Contact VU Workplace First Aiders for urgent and immediate treatment of illness or injury suffered while at work or during work related activities. - Respect the opinion and actions of VU Workplace First Aiders and follow directions to assist First Aiders in their role.
Executives and Leaders	<ul style="list-style-type: none"> - Include First Aid provision in Health and Safety planning, endorse the risk assessment process and set goals for recruiting and training First Aiders.

Roles	Responsibility
Managers and Supervisors	<ul style="list-style-type: none"> - Complete VU First Aid Risk Assessments annually, identify the level of risk and type of predictable injuries and illnesses in the workplace or activities which are conducted in your workplace. - Enable attendance of First Aiders at scheduled training. - Provide resources for purchase and refill of first aid kits as indicated in the risk assessment as well cost of immunization for First Aiders against Hepatitis B, as requested. - Recruit First Aiders to meet the number indicated in the risk assessment. - Introduce staff to First Aiders at induction and display workplace posters. - Notify the OHS Team when the First Aider role is vacated or refilled to keep the central register up to date.
OHS Team	<ul style="list-style-type: none"> - Update and publish on the intranet a register of First Aiders by campus, building and floor which includes a telephone contact number. - Coordinate training opportunities for re-certification and annual updates.
Teachers, Academic Staff and Researchers	<ul style="list-style-type: none"> - Ensure all class and activity risk assessments include first aid requirements and that current arrangements meet the needs indicated on the risk assessment. - Include First Aid kits and trained personnel, as indicated on the risk assessment, for all events and off campus activity planning.
Workplace First Aiders	<ul style="list-style-type: none"> - Ensure qualifications are current and training updates are attended. - Arrange to be immunised against Hepatitis B which is recommended for protection against infection, retain receipts to claim expense from the University. - At least twice per year, or as required, check the contents of the first aid kit allocated to them using the VU First Aid Kit Contents checklist. - Pass the list of required items to the manager to arrange the purchase of items. - Record First Aid provision in a book kept with the First Aid Kit. - Summarise the information from the book twice per year for the OHS Committee report from the College or Department. - Treat emergency injuries and illnesses to the best of their ability and call on paramedics via 000 when they believe it is in the best interest of the casualty. - Wear green cap with white cross and carry a portable first aid kit during emergency evacuation and evacuation practises.

Part B - General

Communication

(8) All workplace First Aiders must have their photograph, work location (building, floor and room) as well as their telephone extension number advertised on a poster within their local work area. They should be introduced to all new personnel starting as well as any personnel transferring from other locations to the immediate work area within the University.

(9) All First Aiders will be listed by campus, building and floor level on a directory held on the OHS Team website on the intranet. Should a workplace First Aiders' work location be changed (for a period of 4 weeks or more) all posters should be updated, OHS Management Representatives notified and other First Aiders in the building informed of the change.

Risk Assessments

(10) First Aid Risk Assessments must be completed for Victoria University workplaces and for all work, teaching/learning and research activities which are conducted by VU employees.

(11) Workplace First Aid Risk Assessments will take into account the number of people that may occupy the workplace; the type of work, teaching or research being conducted; all known hazards to health which exist within the immediate work area, the building in which the work is being conducted and the University campus.

(12) Activity Based Risk Assessments will include a First Aid component and will refer to hazards which are involved in the work, teaching/ learning or research as well as the site where the activity is being conducted when it is off campus.

Training

(13) Low to medium risk workplace First Aiders: First Aid training required to fulfil the role of First Aider at the University is a minimum of Level II or its competency based equivalent HLTF301C Apply First Aid. Re-certification is required every 3 years and an annual one day refresher which includes a CPR component (HLTCPR211A - Perform CPR) is also required to be completed by each designated VU Workplace First Aider.

(14) High to extreme risk workplace First Aiders: For higher-risk workplaces as indicated on the First Aid Risk Assessment Form, there may be a need for first aid officers who have completed occupational first aid training Level III or its competency based equivalent HLTF402C Apply Advanced First Aid. Re-certification is required every 3 years and an annual refresher which includes an advanced CPR (HLTF404C) component is also required to be completed by each designated VU High Risk Workplace First Aider.

(15) Equipment use: All First Aiders working in or near workplaces with emergency deluge showers and eye/face wash stations should ensure they are instructed in the use and have participated in one practical test of the equipment.

Emergency Evacuations

(16) During emergency evacuations and evacuation practises all First Aiders, who are not Wardens or Chief Wardens, should wear a green cap with a white cross and carry a portable first aid kit. This allows the wardens to identify and allocate duties to the First Aider if required during the event. Any First Aider who is also an emergency Warden should give priority to warden duties and act as a warden only, leaving attention to any person who is injured or ill to another First Aider in the building.

First Aid Kits

(17) First Aid kits will be provided to designated VU Workplace First Aiders, these may be kits that already reside within the work area. First Aiders are required to note any supplies which they use and arrange for replacement of those items as well as any which may be past their use by date. First Aid kit locations should be included on posters within a workplace. All kits should be accessible to any person attending the workplace.

(18) Replacement first aid kit contents will be identified by First Aiders, requested through their direct managers and ordered through current stationary ordering processes. Content orders will be paid for by the local College or Department budget, therefore require authorisation by a manager with financial delegation.

Recording of First Aid

(19) All First Aid activity and use of VU provided first aid products should be recorded by the designated First Aider in the 'First Aid Treatment' book provided with the First Aid kit. A summary of the number of first aid incidents attended is required to be submitted to the OHS Committee twice per year.

Immunisation

(20) It is recommended that all VU First Aiders are immunised against Hepatitis B.

Section 6 - Guidelines

(21) Nil

Section 7 - Templates

(22) [First Aid Risk Assessment Form](#)

(23) [First Aid Kit Contents Checklist](#)

Status and Details

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