

# Health and Safety - Workplace First Aid Procedure

## Section 1 - Summary

(1) This Procedure ensures Victoria University (VU) provides adequate first aid services across all campuses and activities, regularly reviews first aid requirements, maintains sufficient trained First Aiders, defines required qualifications and training, and guides the purchase and maintenance of first aid kits.

## Section 2 - Scope

(2) This Procedure applies across the University and to all University employees and students.

## Section 3 - Policy/Regulation

(3) [Health and Safety Policy](#)

## Section 4 - Procedures

### Part A - Summary of Roles and Responsibilities

Roles	Responsibility
Everyone working at VU	Take reasonable care for their own and others' health and safety, contact First Aiders when required, and follow First Aider directions.
Managers and Supervisors	Ensure First Aider training and coverage in their area of control, provide resources and immunisation support, maintain workplace signage and inductions, and notify HSW of First Aider changes.
HSW Team	Maintain and publish the First Aider register and coordinate training and recertification.
Teachers, Academic Staff, Students and Researchers	Be aware of local first aid arrangements, including the location of first aid kits, First Aiders and First Aid registers, and promptly contact a First Aider or emergency services when required. Report hazards, incidents or gaps in first aid arrangements to their supervisor or the HSW Team.
Nominated Workplace First Aiders	Maintain current first aid qualifications, attend required refresher training, and arrange recommended Hepatitis B immunisation. Use appropriate personal protective equipment (PPE) when providing first aid. Inspect allocated first aid kits at least twice per year (or as required), identify replenishment needs, and notify managers for purchasing. Provide first aid within their level of competence, escalate emergencies to 000 when required, and support evacuations with appropriate identification and portable kits. Record all first aid treatment and encourage incident reporting in the Incident Management System, and understand medical emergency requirements for staff with a PEEP.

## Part B - General

### Communication

(4) 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 ([HSW-3.3-POST-01-1.0](#)) within their local work area. They should be introduced to all new staff starting as well as any staff transferring from other locations to the immediate work area within the University.

(5) All First Aiders will be listed by campus, building and floor level on a directory held on the HSW Team website on SharePoint. Should a workplace First Aiders' work location be changed (for a period of 4 weeks or more) all posters should be updated, local occupants notified of change, HSW team notified to amend registers and other First Aiders in the building informed of the change.

(6) First Aiders must indicate their on-campus availability and regular Work-From-Home (WFH) days on both the physical posters and the electronic First Aid Register. First Aiders are responsible for notifying the HSW/OHS Team to update their availability, including planned leave, vacations, or other absences.

### First Aid Assessments

(7) First Aid Assessments must be completed for all VU workplaces and activities in accordance with the [Worksafe Victoria Compliance Code](#).

(8) Assessments must consider occupancy, nature of activities, and identified health and safety hazards across the workplace, building and campus (See : [HSW-3.3-GL-03-1.0 - First Aid Risk Assessment Guidelines](#)).

(9) Health and safety Representatives and relevant staff must be consulted during the assessment.

(10) Activity-based risk assessments must include first aid requirements for on- and off-campus activities, and first aid arrangements must be communicated to participants where reasonably practicable.

### Training

(11) Designated First Aiders must hold a minimum of [HLTAID011 - Provide First Aid](#) (or equivalent). Re-certification is required every three (3) years with [HLTAID009 - Provide cardiopulmonary resuscitation](#)).

(12) Where identified in the First Aid Assessment, First Aiders must complete additional task-specific training (e.g. burns, chemical exposure, eye injuries). Recertification is required every three (3) years, with annual CPR refresher.

(13) Staff must provide copies of all completed training and refresher certificates to the OHS Team for record-keeping and updating of the First Aid Register.

(14) Remote and field activities require a minimum of [HLTAID013 Remote First Aid Course](#) and some courses require [SISS00140 Wilderness First Aid](#).

(15) First Aiders in areas with emergency showers or eye/face wash stations must be trained and have completed at least one practical equipment test.

(16) VU offers Mental Health First Aid training for staff who wish to support individuals experiencing mental health concerns.

(17) Training costs are paid by the First Aider's department. Manager approval is required, and quarterly invoices are issued to the relevant cost centre.

(18) First Aid training must be booked [via the VU website](#), by clicking "Apply", logging in or registering as a new user,

completing all required fields with valid ID, obtaining manager approval, and emailing [firstaid@vu.edu.au](mailto:firstaid@vu.edu.au) after submission for registration tracking.

### **Emergency Evacuations**

(19) During evacuations or drills, First Aiders must wear a green cap and carry a portable first aid kit for identification.

(20) First Aiders should ideally not serve as Wardens; if they do, warden duties take priority, and another First Aider should attend to injured persons.

(21) First Aiders must communicate with the Chief Warden via Emergency Warning and Intercommunication System (EWIS) or Fire Indicator Panel. Refer to local Emergency Response procedures.

(22) If someone is injured and cannot be moved during an evacuation, the First Aider must notify the Chief Warden via Warden Intercom or through the Emergency Warden.

### **First Aid Kits**

(23) First Aid kits will be provided by the Department where the First Aider is based, and all costs will be covered by that Department. First Aiders are responsible for maintaining their kits, ensuring all items are up to date and compliant with the [HSW-3.3-F-07-1.0 First Aid Kit Content checklist](#) and [HSW-3.3-F-08-1.0 First Aid Kit Content checklist for small kit bum bag](#).

(24) All items to be ordered through [Winc.com.au](http://Winc.com.au) (the University's stationery supplier) using the product codes specified on the checklists.

(25) First Aid kits must remain accessible to all workplace occupants, in accordance with the locations indicated on the First Aiders' posters.

(26) Kits for remote area activities must meet first aid requirements as per [Australian Adventure Activity Standard \(AAAS\)](#).

(27) First Aiders must identify items requiring replacement, request them through their manager, and orders will be fulfilled and funded by the Department with manager authorisation.

### **Recording of First Aid**

(28) All First Aid activity and use of VU provided first aid products should be reported on [ELUMINA QuickSafe](#) either by the injured staff member or on behalf of an injured student or visitor.

### **Immunisation**

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

## **Section 5 - HESF/ASQA/ESOS Alignment**

(30) HESF: Standard 2.3 Wellbeing and Safety.

(31) Compliance Standards for NVR Registered Training Organisations and FPP Requirements 2025: Standard 20 Compliance with Laws.

(32) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth): Standard 6 Overseas Student Support Services.

(33) ISO 45001:2018 Clause 6.1,7.2,7.3,8.1.1,8.1.2,8.1.4.

## **Section 6 - Definitions**

(34) First Aider : A staff member who has:

- a. A current qualification in HLTAID011 Provide First Aid;
- b. Undertaken annual training in HLTAID009 Provide Cardiopulmonary Resuscitation;
- c. Been approved by their supervisor to act in an official capacity, administering first aid to staff, students, visitors and contractors as required.

(35) Remote Area: as being 1 hour from definitive care (arrival at a hospital).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	31st March 2026
<b>Review Date</b>	31st March 2029
<b>Approval Authority</b>	Deputy Vice-Chancellor Enterprise and Digital
<b>Approval Date</b>	31st March 2026
<b>Expiry Date</b>	Not Applicable
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