

First Person on Scene - Accident-Incident Procedures

INTRODUCTION

The University recognises that any part of its community may be required to respond to an emergency situation where a person has suffered an injury or sudden illness. Although the University provides First Aid Officers within the workplace, a situation may occur where a First Aid Officer or health care professional is not immediately available. In these circumstances, the first person on the scene must assist the casualty by providing initial care to the best of their ability, as quickly as possible, and arrange for trained medical assistance as required.

For life-threatening or time critical medical emergencies the nearest person able to call an ambulance, should do so immediately on '000' (or '112' from mobile phones).

Note – for internal telephones you must dial '0' to get an external line then '000' for emergency services.

COMPLIANCE

This is a compliance requirement under the [Work Health and Safety \(National Uniform Legislation\) Act 2011](#)

INTENT

The intention of this document is to provide direction for anyone at the scene of an accident or incident, trained in first aid or not, involved in, responding to, or witnessing an injury or sudden illness. In the event that a member of the University community must take action in such circumstances, he or she should:

- Provide immediate action and assistance as safely able to do so;
- Hand-over to a trained First Aid Officer or health care professional when possible; and
- Understand and comply with mandatory reporting and notification requirements.

RELEVANT DEFINITIONS

In the context of this document

Casualty means a person who has suffered an injury or sudden illness;

CPR means Cardio Pulmonary Resuscitation;

First Aid means the provision of initial care for a person suffering an injury by someone who is 'on the spot' when a person who is injured or becomes ill. It is usually provided by non-expert, but trained person until definitive medical treatment can be accessed. It generally consists of a series of simple, potentially life-saving techniques that an individual can be trained to perform with minimal equipment;

First Aid Officer means any person holding, as a minimum, a current Australian certification in first aid, equivalent to the St John Ambulance Apply First Aid Certificate HLTA301B and is appointed to the position by the University. First Aid Officers in remote locations may require additional training;

First Person on the Scene means the first person to arrive at the scene of an accident, injury or sudden illness and is to assess the situation and arrange for assistance. The first person on the scene may or may not be a First Aid Officer or person trained in first aid;

Hand-over means the relaying of observations and activities to a health care professional or trained First Aid Officer from someone providing initial assistance to a casualty, or witnessing an injury or sudden illness;

Health Care Professional means a medical doctor, registered nurse or ambulance paramedic;

Safety Emergency and Wellbeing (SEW) means the team situated in the Office of People and Capability that offers advice on the University's overall safety emergency and wellbeing issues.

Senior Manager means a staff member of the University holding the position of Director or Head of School or equivalent;

Supervisor means the immediate day to day manager of an individual or group of staff, honours, postgraduate students, and/or for overseeing students in practical classes and on field trips; and

University Community means officials and individuals carrying out University business. This includes, but is not limited to, all staff members, researchers, peer reviewers, students, volunteers, consultants, agents and contractors.

PROCEDURES

First Person on the Scene

Any person who is the first to arrive at the scene of an injury or sudden illness MUST:

- Assess the situation quickly – check for danger;
- Identify the nature of the injury or illness as far as possible;
- Arrange for assistance and/or emergency services to attend;
- Stay with the casualty and assist the casualty to the best of their ability until able to hand-over to a First Aid Officer or health care professional; and
- Give further assistance if necessary or as directed.

Assess the situation quickly – check for danger

- Check if there is any danger to yourself, the casualty or others before rendering any assistance;
- If safe to do so, remove the danger OR remove the casualty from danger.
- Identify the nature of the injury or illness as far as possible
- Check if the casualty is conscious/unconscious;
- Is the injury or sudden illness life threatening or time critical?
- Does the casualty need urgent medical attention?

Arrange for assistance and/or emergency services to attend

- If the injury or sudden illness is life threatening or time critical, call '000' immediately or get the nearest available person to do so – avoid leaving the casualty alone.

Stay with the casualty and assist the casualty as best you can until able to hand-over to a trained First Aid Officer or health care professional.

- If trained in first aid or CPR, render assistance as per training;
- If not trained in first aid keep the casualty safe and calm and monitor their condition. Request assistance from others at the scene as necessary;
- When a trained First Aid Officer or health care professional arrives at the scene, give them as much information about the incident and the casualty's condition as you can (hand-over).

Information that should form the hand-over includes:

- The name and contact number of the injured or ill person;
- Details about the nature of the injury;
- Details of the time and date of the incident; and
- Details of treatment given (if any).

Give further assistance if necessary or as directed

- If requested by a trained First Aid Officer or health care professional to give additional assistance, follow instructions as required. A health care professional will direct the First Person on the Scene when to leave the scene.

Notification and Reporting Injuries and Illnesses

If the first person on the scene uses any first aid equipment this should also be recorded.

If the first person on the scene or any other person responding to an incident is a witness to the accident or responds immediately after it has occurred, he/she should complete the Witness to Accident/Injury Report form.

This report must be given to their relevant supervisor, lecturer, University Security or the Health Safety and Environment unit as soon as practicable.

Staff and Student Responsibilities

Any University staff member or student who is the first person on the scene or a witness to an accident or incident shortly after it has occurred **must** submit either:

- Accident, Incident and Injury Report (the casualty); and/or
- Witness to Accident/Injury Report;

Within 24 hours to their relevant supervisor, lecturer, University Security or the University's Health Safety and Environment unit.

This assists the University in meeting its legal obligation to retain first aid records.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Accident, Incident and Injury Report form](#)

[Emergency Management Plan](#)

[First Aid Procedures](#)

[Witness to Accident/Injury Report form](#)

[Work Health and Safety Policy](#)

External

[First Aid in the Workplace \(NT WorkSafe\)](#)

[NT WorkSafe](#)

[St John Ambulance Australia](#)

[Work Health and Safety \(NUL\) Act 2011 \(NT\)](#)

[Work Health and Safety \(NUL\) Regulations 2012 \(NT\)](#)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	Oct 2013
Sponsor:	Deputy Vice-Chancellor, Operations		
Contact Officer:	Manager, Safety Emergency and Wellbeing		

Version	Date Approved	Approved by	Brief Description
1.00	12 Oct 2011	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	7 Jul 2013	Governance	<ul style="list-style-type: none"> • Assigned document number • Converted document to current template • Minor changes to wording, grammar and formatting Updated and added hyperlinks
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new Governance template due to new University branding • Amended Contact Officer from Manager, Health, Safety and Environment to Manager, Safety Emergency and Wellbeing • Added Sponsor Deputy Vice-Chancellor, Operations • Updated hyperlinks • Updated definitions