

First Aid Management

INTRODUCTION

Charles Darwin University (CDU) conducts a large variety of activities (e.g. classroom, office, grounds maintenance, work / research, sports and fitness instruction, workshop activities, promotion events, etc.) across a diversity of geographical locations (national and international). To ensure the health and safety of CDU employees working across this large variety of activities and locations, adequate planning and management of first aid requirements is required to meet legislative and risk based obligations.

COMPLIANCE

This is a compliance requirement under the:

- Work Health and Safety (National Uniform Legislation) Act 2016
- Work Health and Safety (National Uniform Legislation) Regulations 2017
 - Regulation 42: *‘A person conducting a business or undertaking must ensure that an adequate number of workers are trained to administer first aid at the workplace’*
- First Aid in the Workplace Code of Practice – NT WorkSafe
- How to Manage Work Health and Safety Risks Code of Practice 2011

This procedure applies to all employees of Charles Darwin University (CDU). The procedure also applies to visitors and other personnel present on CDU sites, using its facilities, or dealing with its employees or contractors. The procedure applies at all times and is not restricted by work hours or other time or place considerations.

INTENT

The purpose of this procedure is to provide a framework to meet the legislative requirements of management of workplace first aid requirements.

RELEVANT DEFINITIONS

In the context of this document

AED means Automated External Defibrillator – is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias and is able to treat them through defibrillation, (the application of electricity which stops the arrhythmia, allowing the heart to re-establish an effective rhythm).

AED’s are designed to be used by trained or untrained persons. They should be located in an area that is clearly visible, accessible and not exposed to extreme temperatures. They should be clearly signed and maintained according to the manufacturer’s specifications. They can reduce the risk of fatality from cardiac arrest and are a useful addition for workplaces where there is a risk of electrocution or where there are large numbers of members of the public.

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

CPR means Cardio Pulmonary Resuscitation

First Aid is 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 Officer / Designated First Aider is a person, nominated and appointed by CDU line manager (with agreement of employee), who has successfully completed a nationally accredited training course by a Registered Training Organisation (RTO), or an equivalent level of training that has given them the competencies required to administer first aid.

First aid equipment includes first aid kits and other equipment used to treat injuries and illnesses.

First Person on the Scene means the first person to arrive at the scene of an accident, injury or sudden illness. This person will 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.

Handover 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 an ambulance paramedic, registered nurse or medical doctor

High risk workplace means a workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid

- use hazardous machinery (for example, mobile plant, chainsaws, power presses and lathes)
- use hazardous substances (for example, 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 (for example, working in confined spaces, welding, demolition, electrical work and abrasive blasting)
- are exposed to the risk of physical violence (for example, working alone at night, cash handling or having customers who are frequently physically aggressive)
- work in or 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 or illness such as offices, shops or libraries. Potential work-related injuries and illnesses requiring first aid would be minor in nature.

Safety Emergency and Wellbeing (SEW) means the safety emergency and wellbeing team within People and Capability

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.

Workplace means an area or place, vehicle or vessel whether on land or water, where a staff member performs their duties on behalf of the University, and includes but is not limited to; laboratories, workshops, training rooms, field / research work, campus teaching facilities, offices and rural workplaces.

PROCEDURES

Responsibilities

Directors

- ensure adequate arrangements in place for providing and accessing first aid equipment and resources

College Managers / Department Managers / Line Managers or designee

- ensure compliance with the requirements of this procedure
- ensure first aid kits are accessible, properly equipped and maintained (restocking and resealing)
- ensure designated first aiders have the skills and competencies required of them
- ensure workers have first aid kits and first aiders accessible at all times
- maintain a First Aid Register (kits, types, locations, check schedule, restock, first aiders and qualifications)
- ensure workers know how to access first aid kits and first aiders
- management of Automatic External Defibrillators (AED's)
- ensure workers know how to respond in an emergency
- assess and review workplace (scope of work) to determine adequacy of resources (number and training level of first aiders, equipment type and stock levels)
- do not direct a designated first aider to exceed their level of training and expertise in first aid

First Aid Officers / Designated First Aiders

- provision of first aid assistance in the workplace as required
- raise alarm and arrange for the prompt appropriate referral of casualty/s to medical aid as required
- respond to University emergency events as required
- check and maintain first aid equipment in area of responsibility
- maintenance of first aid qualifications, and forward current certificate to line manager and SEW
- maintain appropriate designation of their role as a first aider e.g. sign at desk, hat sticker
- do not exceed their level of training and expertise in first aid
- practice standard precautions for infection control, including PPE, cleaning and waste disposal as required
- complete a First Aid Report and or CDU Incident Report
- notify line manager of any leave / temporary absences (to allow cover arrangements)
- notify line manager and SEW of any change in circumstances that will prevent you from conducting all of your designated first aider duties either temporarily or permanently
- DO NOT administer or dispense any medications

All Employees

- Take reasonable care for their own health and safety
- Take reasonable care not adversely affect the health and safety of others
- Comply with any reasonable instruction
- Cooperate with any reasonable policy and or procedure relating to health and safety in the workplace
- Awareness of workplace first aid equipment locations
- Awareness of First Aid and Medical response processes
- Report all injuries and illnesses as per CDU Incident Management Procedure
- Notify / consult with area first aider if you require first aid / wish to utilise the first aid kit

Training and Competence Requirements First Aiders

- Current first aid certification - nationally accredited training course by a Registered Training Organisation (RTO), or an equivalent level of training that has given them the competencies required to administer first aid

PROCEDURE

Risk Assessment

The First Aid in the Workplace Code of Practice provides information on using a risk management approach to tailor first aid that suits the circumstances of each workplace, while also providing guidance on the number of first aid kits, their contents and the number of trained first aiders that are appropriate for some types of workplaces.

The risk management approach involves the following four steps:

- Identifying hazards that could result in work-related injury or illness
- Assessing the type, severity and likelihood of injuries and illness
- Providing the appropriate first aid equipment, facilities and training
- Reviewing your first aid requirements on a regular basis or as circumstances change

First Aid Kits / Equipment

All worker must be able to access a first aid kit, that provides basic equipment for administering first aid based on the risk assessment conducted for that area.

The purchase, restocking and maintenance of first aid kits is the responsibility of individual Colleges / Departments. Safety, Emergency and Wellbeing (SEW) are available to assist in determination of the number, type and location of kits required and in the determination of the number of first aiders and level of competency required.

Contents and quantity of each first aid kit will be based on a consultative risk assessment process including the identified risks in the workplace, numbers of the workforce (including contractors, students and visitors), number and competency level of first aid officers, distance from emergency / additional services and time determined to obtain replacement items. This should be reviewed on a regular basis and as circumstances change.

When determining First Aid Kit contents consider:

- Nature of the work being carried out
- Nature of the hazards present
- Size and location of the workplace
- Number and composition of workers present (including students, visitors and contractors)
- Distance from emergency services, hospitals and staffed medical clinics
- Road and weather conditions (to medical assistance / evacuation)
- Method of emergency communication (e.g. phone, radio, satellite phone)
- Response times for emergency services and access for emergency response vehicles / trolley access, multi-level, etc.
- Special requirements for work conducted e.g. workshop, chemical, remote work, etc. Specific kits may be required such as car or boat kits, task kits, hiking kits, water, moisture or dust proof kits, etc.
- Types of kits - wall mounted verses a grab bag style for ease of field response, or a combination of types
- Hand cleansing method
- Reporting / recording method
- Waste disposal
- Access to / requirement for power & lighting



First Aid

First aid kits throughout the University are located near this symbol - a white cross on a dark green background.



Defibrillator locations are recognised by this symbol.

Consider developing Standard First Aid Contents lists for specific areas / tasks (and potential risks) such as:

- Office
- Workshop (Trades, Horticulture, etc.)
- Laboratories
- Field (land, sea, remote)
- Vehicle
- Remote Travel Vehicle
- Hiking (research – no immediate vehicle access)
- International Travel

First Aid Kits should be located in specific areas such as:

- Building / Workplace
- Vehicle / Vessel
- Hiking equipment / kit

All kits should be clearly signed (white cross on a green background as per AS1319: 1994 – Safety Signs for the Occupational Environment); and contain a list of the contents of that kit. Kits should be in a prominent, accessible location to allow quick access, and in close proximity to areas of higher risk of injury or illness.

Vehicle kits should be safely located so as not to become a projectile in the event of an accident.

First Aid Kits should be:

- Suitable for purpose
- Clearly signed (as per AS1319 above)
- Consider break seal with an easy break seal or sticker seal - allows for easy visual check that the contents are complete
- Regularly checked
- Shall **not** contain medication including analgesics such as paracetamol and aspirin as they have the potential to cause adverse health effects in some people, and may require control by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary. Individuals with specific conditions, allergies or medical requirements that may require first aider response on occasion may wish to alert the designated first aider and or wear a medi-alert.

First Aid Kit Restocking and maintenance

- First Aid Kits shall be maintained by the College / Line Manager or designee
- A break seal system may be considered – i.e. an easy break seal is applied to the first aid kit with expiry date of the next item to expire written onto the seal tag at time of sealing. If the seal is intact on regular checks and it is within the expiry date, no further action required. If the seal is broken or the expiry date exceeded, a check, restock and reseal of contents is required.
- Kits are to be kept stocked to the contents list to facilitate readiness in the event of injury / illness (e.g. check after each use, monthly and or on broken seal)
- Consider leaving a box of band aids outside the first aid kit where a break seal system is used, and this is a regular usage item

First Aid Kit Registers shall be developed and maintained by the College Manager or designee.

The registers will record

- Individually identified (e.g. numbered) kit
- Location and type of kit e.g. Kitchen and Office Kit #1, Hiking Kit #3 and Hiking Kit #1
- Responsible person and contact
- Expiry date of contents
- Regular check system and formally documented sign off on completion of each scheduled check
- Restocking process / contact

Designated First Aiders



Designated First Aiders can be recognised by their hat - dark green or dark green with a white cross.

If a volunteer is both a Warden and a First Aid Officer, they will wear the appropriate coloured hat for their Warden duties and the hat will also have a white cross or first aid sticker attached. CDU encourage that only one role is conducted by each person to allow the individual to fully attend the inherent duties of that role in the event of an emergency; however, it is understood in some smaller workplaces this may not be possible.

The names, location and contact details of designated first aiders (DFA's) should be displayed in the workplace e.g. emergency response posters, hard hat first aid sticker.

The College Manager will be responsible to ensure an adequate number (consider sick and annual leave) and competency / training level of Designated First Aiders to meet assessed risks, and to keep a register of the same.

First Person on the Scene

Anyone from the University Community may be the first person on the scene of an emergency, where one or more persons are injured. It is important therefore to stay calm, to raise the alarm and send for help and to assist the casualty/s until assistance arrives.

For life threatening or time critical medical emergencies

- Call, or have the nearest person able to, call an ambulance 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
 - Avoid leaving the casualty alone wherever possible
- Follow DRSABCD at <https://www.cdu.edu.au/emergency/basic-life-support>
- Call or have someone call Security #7777 (8946 7777) or 1800 646 501
 - Security can arrange to meet emergency services and escort them directly to the scene, can control the scene, are designated first aiders and can call in additional assistance as required
- Stay with and assist the casualty and assist as able (and as per your level of training) until medical assistance arrives
- Request assistance from others arriving at the scene as required
- Provide handover as able to medical professionals when they arrive
 - 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
 - details of treatment given (if any)
- provide a First Aid Report and or an Incident Report - <https://www.cdu.edu.au/opc/sew>
- provide and or request witnesses to provide a witness report - <https://www.cdu.edu.au/opc/sew>

- notify relevant College Manager, Designated First Aiders, of the requirement to restock first aid kits as applicable

First Aid Rooms

CDU does not have any designated first aid rooms. First aid rooms may only be enabled in consultation with CDU Safety Emergency and Wellbeing to ensure full and considered compliance to the legislative obligations (i.e. access and egress, hand washing / sanitation facilities, equipment, consumables, management of biological hazardous waste disposal, level of training of the personnel staffing the facility, and processes for full observation of casualty at all times).

Where present, all First Aid Rooms must be access controlled by First Aiders - no access to any first aid room is permitted without a First Aider present at all times to ensure the health and safety of the ill / injured individual. No one is to be in the first aid room unless under the direct care and constant presence of the first aider. Under no circumstances will a First Aid Room serve as a 'rest room'.

Records

All first aid treatments shall be recorded on the first aid report form. A copy of this first aid report should accompany the injured/ill person where further medical advice is sought. A copy should also be returned with the first aid kit for restocking / resealing.

All injuries must be reported via the CDU incident reporting processes.

ESSENTIAL SUPPORTING INFORMATION

Internal

- CDU Emergency Management Plan

External

- First Aid in the Workplace Code of Practice – NT WorkSafe

Document History and Version Control

Last amendment:	Oct 2018	Next Review:	Oct 2020
Sponsor:	Manager SEW		
Contact Officer:	Manager SEW		

Version	Date Approved	Approved by	Brief Description
1.00	Oct 2018	Meredith Parry	Creation of original document and upload to CDU website. Supersedes First Aid Procedures (pro-018) and First Person on Scene – Accident-Incident Procedures (pro-019) Creation of Checklist (Attachment 1)
Version	Date	Title	Click or tap here to enter text.
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Attachment 1

First Aid Checklist



	YES	NO	N/A	ACTION TO BE TAKEN
Are there designated First Aid Officers (FAO's) for the area?				
Are the FAO's names and contacts clearly displayed on the Emergency Poster/s?				
Does the College / Department / Line Manager / designee hold a current Register of First Aid Officers and First Aid Kits?				
Does the College / Department / Line Manager / designee manage currency of first aid certification for their FAO's?				
Do the FAO's have a current first aid certificate issued by a Registered Training Organisation?				
Has a risk assessment been conducted to determine the standard contents list for each type of first aid kit required in each work area?				
Are appointed FAO's checking and maintaining first aid kits in line with this procedure and their local risk assessment?				
Are FA kits readily accessible and fully stocked to the risk assessed standard contents list?				
Are FA kits and associated registers included in Workplace inspections?				
Is a first aid report and or AIIR lodged each first aid kit usage?				
Are FAO's aware of their roles and responsibilities including emergency scenarios / situations?				
Are the locations of FA kits clearly signed in accordance with Australian Standards signage requirements?				
Additional Comments				
Name (Print)		Signature		Date
Position				

CDU- SEW – First Aid Checklist - Oct 2018 - Version 1.0