

# Health and Safety Guidelines: HSG 7.2



## First Aid

### 1. Purpose

This document provides guidance for making arrangements for appropriate First Aid Officers and First Aid Treatment.

### 2. Scope

This document applies to Supervisors, First Aid Officers and the Health and Safety Team.

### 3. Definitions

In the context of the Health and Safety Management System Framework:

- (a) **First Aid Officer** means a person who has been appointed as a first aid officer and who:
  - (i) holds a current first aid certificate issued after successfully completing a SafeWork NSW approved first aid course, or
  - (ii) holds a current occupational first aid certificate issued after successfully completing a SafeWork NSW approved occupational first aid course, or
  - (iii) is qualified as a Level 3 or greater NSW ambulance officer, or
  - (iv) is qualified a medical practitioner, or
  - (v) is a registered nurse.
- (b) **First Aid Treatment** means a single treatment and subsequent observation of minor injuries such as scratches, cuts, burns, splinters, and strains.
- (c) **IMS** means the University's online incident management system.
- (d) **Leader/Supervisor** means any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- (e) **Medical Treatment** means medical treatment beyond First Aid Treatment provided by a medical practitioner or other qualified medical personnel.

- (f) **Notifiable Incident** means an Incident which is notifiable to SafeWork NSW and includes:
- (i) a Dangerous Occurrence; or
  - (ii) the death of a person; or
  - (iii) a serious injury or illness.
- (g) **Serious Injury or Illness** means an injury or illness requiring a Worker to have immediate treatment as a hospital in-patient which includes:
- (i) amputation of any part of the body;
  - (ii) serious head injury;
  - (iii) serious eye injury;
  - (iv) serious burn;
  - (v) separation of the skin from an underlying tissue (e.g. degloving or scalping);
  - (vi) spinal injury;
  - (vii) loss of a bodily function; or
  - (viii) treatment for serious lacerations involving subcutaneous tissue; or
  - (ix) Medical Treatment within 48 hours of exposure to a substance.

## 4. Guidelines

### 4.1 Leaders and Supervisors

Leaders and Supervisors should:

- (a) Determine the number of First Aid Officers in each area of responsibility. See Attachment 1 for a First Aid Risk Assessment Checklist that can be used for this purpose;
- (b) Ensure that replenishment stock for first aid kits is provided as directed by the First Aid Officers, and ensure that the First Aid Officers are regularly checking the kit in order to maintain stock levels;
- (c) Ensure the correct number of first aid kits are provided for each area of responsibility; and

- (d) Allocate time for Workers to attend relevant first aid training.

## **4.2 First Aid Officers**

First Aid Officers should:

- (a) Ensure that their qualifications remain valid by enrolling in an appropriate course to renew their qualifications prior to expiration. First Aid Officers can attend training courses during normal working hours for new certification and recertification. The University will fund attendance at the course, which will generally be offered via HR online, or via arrangement with the Health and Safety Team;
- (b) Complete the first aid induction form after reading through the induction information located at: <http://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/first-aid>
- (c) Provide First Aid Treatment when required;
- (d) Arrange for further Medical Treatment, transportation to hospital or safe return home for a Worker requiring treatment, as appropriate;
- (e) Complete a report in IMS including details of treatment administered;
- (f) Ensure that they are familiar with the services provided via the Employee Assistance Program which can provide debriefing or counselling services to support First Aid Officers after a Notifiable Incident;
- (g) Participate in additional first aid training and associated training programs as directed;
- (h) Complete the first aid risk assessment form yearly to ensure first aid coverage and supplies remain appropriate;
- (i) Ensure that the first aid kit(s) for which they are responsible has correct contents and is checked for expiry dates and items replaced on a monthly or more regular basis as required;
- (j) Ensure that the first aid kit is accessible and clearly signposted;
- (k) Inform the Health and Safety Team if they are moving offices or taking extended periods of leave, or if their first aid allowance is required to cease for any other reason;
- (l) Ensure all waste generated during the administration of First Aid

Treatment is handled as follows as it is regarded as contaminated or hazardous waste:

- (i) Place the material in a biological hazard plastic bag and tie securely with tape;
- (ii) Place the biological hazard plastic bag inside another plastic bag;
- (iii) Dispose of the biological hazard bag according to campus arrangements:
  - Callaghan Campus: Bag to be taken to the University Health Service
  - Ourimbah Campus: Bag to be taken to Biology SL1
  - HMRI and John Hunter Hospital: Follow normal biological waste disposal procedures
  - City: Contact the Health and Safety Team to advise
  - Other campuses: Contact the Health and Safety Team to advise
- (iv) The biological hazard bag will then be disposed of in accordance with State regulations.

#### **4.3 Immunisation**

- (a) First Aid Officers are entitled to be immunised against Hepatitis B and this should be offered to them.
- (b) An appointment with a University Health Service registered nurse can be made to commence the course of 3 immunisations over 6 months. A blood test is required to confirm immunity one month after completion of the course.
- (c) First Aid Officers previously immunised should also be tested for confirmation of immunity.

#### **4.4 Allowance**

- (a) A first aid allowance will be paid to First Aid Officers who maintain their qualifications and where the First Aid Officer exercises sole responsibility for First Aid Treatment within an area and/or for maintaining the first aid kit in an area.

- (b) A First Aid Officer will cease to be eligible to receive the first aid allowance if the First Aid Officer's qualification is by way of a first aid certificate or occupational first aid certificate and the certificate has not been renewed within one month of it expiring.
- (c) When a First Aid Officer is on an extended period of leave of more than four weeks, the allowance will cease until the First Aid Officer returns to work.
- (d) If it is found that a First Aid Officer is failing to adequately maintain the first aid kit or report First Aid Treatment via IMS, then the allowance will cease and he or she will be removed as a First Aid Officer.

#### **4.5 Privacy of health information**

Health information concerning the treatment of a Worker is confidential. However, information about First Aid Treatment provided must be:

- (a) Disclosed to attending ambulance services and other medical treating authorities; and
- (b) Recorded in the IMS.

#### **4.6 Indemnity**

Workers who are nominated as First Aid Officers and are performing First Aid Officer duties in the course of employment are protected by law, providing they have acted reasonably and with a proper motive.

### **5. Attachments**

1. First Aid Risk Assessment
2. Checklist first aid kit contents

## Attachment 1.

FIRST AID ASSESSMENT CHECKLIST	
<b>Details of Assessment</b>	
Site:	Number of Work Areas:
Date:	Time:
Type of Work performed: Administrative, teaching, laboratory	
Assessment conducted by:	
Consultation with:	
Assessment reviewed by:	

Summary of Corrective Actions/Recommendations				
Item #	Action/Recommendation	Person Resp.	Date of Action	Initials

	Factor	Result ✓*n/a	Comments
<b>1.0</b>	<b>Size and layout of the Site</b>		
1.1	Area		
1.2	Maximum distance to first aid		
1.3	Means of transporting injured employees		
1.4	Number of floors		
1.5	Access between floors		
<b>2.0</b>	<b>Number and distribution of employees</b>		
2.1	Number of employees		
2.2	Shifts Worked		
2.3	\Overtime worked		
2.4	Are employees isolated		
2.5	Are members of the public present		

	Factor	Result ✓✗n/a	Comments
<b>3.0</b>	<b>Nature of hazards and severity of risk – Add Risk Rating of Hazard to Comments</b>		
3.1	Hazardous chemicals		
3.2	Toxic Substances		
3.3	Manual Handling		
3.4	Cuts/lacerations		
3.5	Burns/scalds		
3.6	Slips/trips/falls		
3.7	Working at height		
3.8	Other (describe):		
<b>4.0</b>	<b>Location of additional medical facilities</b>		
4.1	Nearest Hospital		
4.2	Nearest Medical Centre/Doctor		
4.3	Travel time to closest medical service		
<b>5.0</b>	<b>Known occurrence of accidents or illness (over past 12 months)</b>		
5.1	Accidents requiring first aid		
5.2	Near misses		
<b>6.0</b>	<b>First aid kits</b>		
6.1	Number and location of first aid kits		
6.2	First aid kits are appropriate to the work environment		
6.3	Portable first aid kits are available		
6.4	First aid kits are easy to reach and open.		
6.5	Relevant staff have access to kits at all times		
6.6	First aid kits are visible and/or signed		
6.7	Staff are aware of location of first aid kit(s) in the area where they work.		
6.8	Additional kits required		
<b>7.0</b>	<b>Appropriateness of first aid kits</b>		
7.1	First aid kits are appropriate to the work environment e.g. offices, workshops, laboratories		
7.2	Burns module included where there is a risk of a serious burn		
7.3	Eye module included where there is a risk of a serious eye injury		
7.4	First aid contents consistent with Safety Data Sheets where chemicals are used		

	<b>Factor</b>	<b>Result</b> ✓*n/a	<b>Comments</b>
<b>8.0</b>	<b>Maintenance of First Aid Kits</b>		
8.1	Where there are more than 10 kits on a site, kits have identification numbers		
8.2	First aid kits are regularly stocked to standard first aid contents list		
8.3	Kits do not usually run out of supplies between replenishment		
8.4	Kits are kept clean and tidy		
<b>9.0</b>	<b>Dealing with Bio-Hazardous waste</b>		
9.1	First aiders are aware of their responsibility to clean up after administering first aid		
9.2	Appropriate equipment is available for cleaning up bio-hazardous waste e.g. bleach disposable wipes, plastic bags		
9.3	Bio-hazardous waste disposal bins are available		
<b>10.0</b>	<b>First Aid room(s)</b>		
10.1	Only qualified first aiders have access to first aid rooms		
10.2	The first aid room is located close to toilet facilities		
10.3	The door to the first aid room provides easy access for injured persons e.g. stretchers		
10.4	Contains a sink and washbasin		
10.5	Facilities for the injured person to sit or lie down		
10.6	Injured persons are not left alone in the first aid room		
<b>11.0</b>	<b>Coverage of first aiders</b>		
11.1	Number of first aiders per area/shift		
11.2	Number of first aiders in areas where members of public may be present		
11.3	Number of first aiders in high risk areas		
<b>12.0</b>	<b>Training needs</b>		
12.1	All first aiders have a current and relevant certificate in first aid and CPR in accordance with the first aid assessment		
12.3	First aiders understand the procedure for reporting incidents		
<b>14.0</b>	<b>Additional Information</b>		



## Attachment 2.

### UNIVERSITY OF NEWCASTLE – FIRST AID KIT CONTENTS

[Click here for St Johns First Aid Kits and Supplies](#)

St Johns Code	Quantity for Std Kit	Description
2230	1	Strips Plastic Box x 50
112802	1	Tape - Micropore & Dispenser 25mm
1010	3	Bandage - 5cm Conforming
1064	1	Bandage - 10cm crepe heavy
1030	1	Bandage - 10 cm Conforming
1181	4	Bandage - Triangular 110cm
121003	1	Instant Ice Pack
3080	1	Emergency Shock Blanket
305410L	1	Gloves - Nitrile (lge) Box of 10
4070	1	Plastic bag - small
4080	1	Plastic bag – medium
4090	1	Plastic bag - large
2170	4	Eye pads
2140	3	Dressing pad non-adherent 7.5cm x 10
2130	1	Dressing pad non-adherent 10 x 10cm
2060	1	Combined dressing 10 x 20cm
2025	5	Gauze swabs
2091	3	Wound Dressing No.15
2250	2	Wound closures
3070	1	Forceps - s/s Splinter 12.5cm
3130	1	Safety pins – pack of 12
3010	1	Scissors sharp/blunt 12.5cm
E1974	2	Splinter Probes pack of 5
LA460000	1	Patient Face Shield
3218/1	1	First Aid Quick Reference Guide
505100	10	Antiseptic Wipe - Sterowipes
511111	8	Saline 15ml
3140	1	Notebook and pencil in bag
4455	1	Label-Resuscitation 110 x 125mm
580200	1	Ventolin Inhaler
580211	1	Ventolin Spacer
501200	1	Aerogard Tropical Spray 150g
343300	1	Sharps Collector 250ml
515413	1	Rapaid First Aid Spray 50ml
3266/1	1	CPR Wall Chart polypropylene
617902	1	Body Fluid Clean Up Kits
LA820008	1	Pocket Mask (return valve)
4349	1	First Aid Sticker (for front of kit)