



Health and Safety Guideline

HSG 5.2 First Aid

1. Purpose

This document provides guidance in establishing the framework for first aid officers and first aid treatment.

2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

3. Guidelines

3.1. Determining first aid needs

First aid is the immediate treatment or care given to someone suffering from an injury or illness until further advanced care is accessed or the individual recovers – whichever occurs first. The aim of first aid is to:

- preserve life
- prevent illness or injury from becoming worse
- relieve pain, if possible
- promote recovery
- protect the unconscious.

Supervisors and leaders of a business area must consult with workers in determining first aid needs and requirements and must consider:

- the nature of the work being carried out at the business area;
- the nature of hazards, physical and psychosocial, in the business area;
- the size and location of the business area;
- the number and type of workers and other persons – including first aid officers in shared buildings - at the workplace.

The [First Aid Risk Assessment](#) form should be used to assess and record the first aid needs and equipment for each business area. The SafeWork NSW Code of Practice: First Aid in the Workplace also provides guidance and advice on the ratio of first aid officers required and design of kit contents.

The first aid risk assessment should be reviewed, and a new assessment completed annually, by a nominated First Aid Officer(s) and supervisor of the business area, to ensure first aid coverage and supplies remain adequate and appropriate.

The assessment should note where it is not practical to have a trained first aid officer in the business area due to work from home and flexible work arrangements. In these instances, workers are to be advised of access to trained first aid officers via Security Services, the on-campus Health Services, a University Mental Health First Aid Officer from the Register, or the ability to contact emergency services directly.

3.2. Nomination of first aid and mental health first aid officers

Following completion of the first aid assessment, an appropriate number of first aid officers and mental health first aid officers must be agreed to by the supervisor or leader of the business area.

Workers nominated as First Aid Officers must have and maintain a current First Aid Certification from a Registered Training Organisation. They must also complete and submit the [First Aid Officer Induction](#), which confirms their commitment to the role, and outlines their obligations and responsibilities. The supervisor or leader of the business area must also approve the nomination of the First Aid Officer, advising that they agree with the need for a First Aid Officer and approve the payment of the first aid officers' allowance (where applicable).

Workers may also nominate as an accredited Mental Health First Aid Officer and register to be available as a confidential peer support for mental health initial contact, assistance, and referral to internal and external supports. Further information is available in Guideline [HSG 3.4: Wellbeing](#).

3.3. Training and Certification

First Aid Officers should ensure that their First Aid Certificate remains valid by enrolling in an appropriate course prior to the three-year expiration date. The Cardiopulmonary resuscitation (CPR) component must be renewed annually. First Aid Officers can attend

training courses during normal working hours and the University will fund the training. Contact the Health, Safety and Wellbeing Team for instructions on booking first aid training.

A copy of all certificates must be sent to the Health, Safety and Wellbeing Team to be filed in the secure personnel folder in the University's Record Management System, and in accordance with University's Records and Information Management Policy and Guideline [HSG 7.1: Health and Safety Records and Document Control](#).

3.4. First aid process, kits, and waste

First Aid Officers should:

- provide first aid treatment when required and within the scope of their training;
- arrange for further medical treatment, transportation to hospital or safe return home for a worker requiring treatment, as appropriate and in consultation with their supervisor;
- complete a report in the online incident management system including details of treatment administered;
- 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;
- participate in additional first aid training and associated training programs as desired or directed;
- ensure that the first aid kit(s) for which they are responsible has correct contents, as were identified in the first aid risk assessment, and is checked for expiry dates and items replaced on a monthly or more regular basis as required – example of kit contents is available as Appendix 1;
- ensure that the first aid kit is accessible and clearly signposted;
- inform the Health, Safety and Wellbeing 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. They can also contact the Health, Safety and Wellbeing Team if their allowance ceases and they are unsure why; and
- ensure all waste generated during the administration of first aid treatment is handled appropriately and in accordance with University waste disposal processes.

3.5. Immunisation

First Aid Officers are entitled to be immunised against Hepatitis B, but it is not mandatory. This is communicated via the [First Aid Officer Induction](#). An appointment with a University Health Service registered nurse can be made to commence the course of immunisations. A blood test is required to confirm immunity one month after completion of the course. First Aid

Officers previously immunised should also be tested for confirmation of immunity prior to immunisations.

3.6. Allowance

As per the University's [Enterprise Agreements](#), a first aid officers' allowance will be paid to First Aid Officers. To be eligible to receive the allowance, the First Aid Officer must ensure their First Aid accreditation is current.

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. If it is found that a First Aid Officer is failing to adequately meet their obligations and responsibilities, such as maintaining the first aid kit, providing first aid, or report first aid incidents, then the allowance will cease, and they will be removed as a First Aid Officer.

3.7. 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.

4. Definitions

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

| | |
|---------------------|--|
| First Aid Officer | A person who has been appointed as a first aid officer and who <ul style="list-style-type: none">• holds a current first aid certificate or occupational first aid certificate issued after successfully completing a SafeWork NSW approved first aid course, or• is qualified as a Level 3 or greater NSW ambulance officer, or• is qualified a medical practitioner, or• is a registered nurse. |
| First Aid Treatment | Means a single treatment and subsequent observation of minor injuries such as scratches, cuts, burns, splinters, and strains. |
| Incident | An unplanned event that causes, or has the potential to cause, illness or injury to a worker or damage to building, plant or equipment. |
| Leader / Supervisor | Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects. |
| Medical Treatment | Means medical treatment beyond first aid treatment provided by a medical practitioner or other qualified medical personnel. |

| | |
|---------------------|---|
| Notifiable Incident | An incident which is notifiable to SafeWork NSW and includes a dangerous occurrence or a serious injury or illness or death of a person. |
| Worker | Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as: (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class. |

5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in Guideline [HSG 1.2: Roles and Responsibilities](#).

Specific responsibilities under this Guideline include:

Leaders and Supervisors

- Determine the number of First Aid Officers in each area of responsibility;
- Ensure First Aid Officers (FAO) regularly check first aid kit stocks and purchasing stock as required; and
- Ensure the correct number of first aid kits are provided for each area of responsibility and allocate time for workers to attend relevant first aid training.

6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2: Roles and Responsibilities](#)

[HSG 3.4: Wellbeing](#)

[HSG 5.1: Health, Safety and Wellbeing Event Notification and Investigation](#)

[HSG 7.1: Health and Safety Records and Document Control](#)

[First Aid Risk Assessment \(FRM-EL05.02\)](#)

[First Aid Officer Induction \(FRM-EL05.03\)](#)

[SafeWork NSW Code of Practice – First Aid in the Workplace](#)

[University of Newcastle Records and Information Management Policy](#)

7. Amendment History

| Version | Date of Issue | Approval | Section(s) Modified | Details of Amendment |
|---------|---------------|---------------------------|---------------------|--|
| 1, 2 | October 2016 | Manager Health and Safety | - | Original versions with latest amendment for HSG 7.2 First Aid |
| 3 | July 2023 | CPCO | All | 1. Renumbered from HSG 7.2 to HSG 5.2 First Aid 2. Updated content in all sections 3. Added new/renamed Related Documents 4. Added Amendment History 5. Amended document control header and footer |

8. Appendices

Appendix 1 Example content for first aid kit (from [Appendix E SafeWork Code of Practice](#))

Appendix 1 Example content for first aid kit (from Appendix E: SafeWork Code of Practice – First Aid in the Workplace)

For most workplaces, a first aid kit should include the following items.

| Item | Quantity |
|---|----------|
| Instructions for providing first aid—including cardiopulmonary resuscitation (CPR) flow chart | 1 |
| Note book and pen | 1 |
| Resuscitation face mask or face shield | 1 |
| Disposable nitrile examination gloves (nitrile is a latex-free rubber suitable for people with latex allergies) | 5 pairs |
| Gauze pieces 7.5 x 7.5 cm, sterile 3 per pack | 5 packs |
| Saline, 15 ml | 8 |
| Wound cleaning wipe, single 1% Cetrimide BP | 10 |
| Adhesive dressing strips—plastic or fabric, packet of 50 | 1 |
| Splinter probes, single use, disposable | 10 |
| Tweezers/forceps | 1 |
| Antiseptic liquid/spray 50 ml | 1 |
| Non-adherent wound dressing/pad 5 x 5 cm (small) | 6 |
| Non-adherent wound dressing/pad 7.5 x 10 cm (medium) | 3 |
| Non-adherent wound dressing/pad 10 x 10 cm (large) | 1 |
| Conforming cotton bandage, 5 cm width | 3 |
| Conforming cotton bandage, 7.5 cm width | 3 |

| Item | Quantity |
|---|-----------|
| Crepe bandage, 10 cm, for serious bleeding and pressure application | 1 |
| Scissors | 1 |
| Non-stretch, hypoallergenic adhesive tape—2.5 cm wide roll | 1 |
| Safety pins, packet of 6 | 1 |
| BPC wound dressings No. 14, medium | 1 |
| BPC wound dressings No. 15, large | 1 |
| Dressing—Combine Pad 9 x 20 cm | 1 |
| Plastic bags—clip seal | 1 |
| Triangular bandage, calico or cotton minimum width 90 cm | 2 |
| Emergency rescue blanket for shock or hypothermia | 1 |
| Eye pad, single use | 4 |
| Access to 20 minutes of clean running water or, if this is not available, hydrogel 3.5 gm sachets | 5 sachets |
| Instant ice pack for treatment of soft tissue injuries and some stings | 1 |

Medication including analgesics like paracetamol and aspirin should not be included in first aid kits because of their potential to cause adverse health effects in some people including pregnant women and people with medical conditions like asthma. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

However, workplaces may consider including an asthma-relieving inhaler and a spacer to treat asthma attacks and epinephrine auto-injector for the treatment of anaphylaxis or severe allergies. These should be stored according to the manufacturers' instructions and first aiders should be provided with appropriate training.

Some types of workplaces may require extra items to treat specific types of injuries or illnesses. These may also require your first aiders to have additional training.