First Aid

Guidelines to be used in conjunction with Policy HR115

Guideline Owner: Director Human Resources Services Centre

Keywords: 1) First Aid

1. INTENT
To outline the process and responsibilities associated with providing first aid facilities, officers and equipment at ECU.
This First Aid Guideline supports the First Aid Policy [HR115] and Work Health and Safety Policy [HR081].

2. ORGANISATIONAL SCOPE
All Edith Cowan University (ECU) Workers, Students and Visitors.

3. DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid</td>
<td>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.</td>
</tr>
<tr>
<td>University First Aid Officer</td>
<td>A person approved by the University who has completed a Senior First Aid Course.</td>
</tr>
<tr>
<td>University First Aid Allowance</td>
<td>A fortnightly allowance payable to the employee for undertaking the role of a University First Aid Officer.</td>
</tr>
<tr>
<td>Workplace</td>
<td>A place where employees work or are likely to work in the course of their employment.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>The person responsible for the employees in that workplace.</td>
</tr>
</tbody>
</table>
4. GUIDELINES CONTENT

4.1 First Aid Assistance

Where medical assistance is required that exceeds your training or knowledge.

- Remain calm.
- Call Campus Security from any University phone or pick up any of the security phones located throughout all campuses.
- If required, call for an ambulance.
- Unless it is unsafe to do so, remain on the scene until Security arrives or an ambulance arrives.
- Don't move the injured person unless there is danger of further harm.
- Keep the injured person warm.

*Do not exceed your training or knowledge when attempting to render first aid.*

4.2 University First Aid Officers

Considering the degree of risk and potential severity of a workplace injury or, because of limited access to Security and Health and Medical Services, University Schools and Centres should consider the appointment of a University First Aid Officer to provide first aid assistance at their workplaces.

4.2.1 Responsibilities

- The responsibilities of University First Aid Officers are to:
  1. Provide assistance for the emergency treatment of injuries or illness whilst on University premises;
  2. Assist in the referral of casualties to medical treatment as required;
  3. Immediately after first aid treatment is given, complete an Incident Report Form available from the work health and safety webpage.
  4. Ensure that their first aid certificate is current as no employee will be considered a University First Aid Officer if their certificate is not current.
  5. Provide a copy of their current, and any refresher first aid certificate to osh@ecu.edu.au to ensure University records can be maintained.
  6. Advise their supervisor and the Safety and Employment Relations Office of any changes in employment details that affect them being a University First Aid Officer, e.g., resignation as a University First Aid Officer, change in workplace location, name, or telephone contact details; and
  7. Manage the First Aid Box in their area as per section 4.3.1 of this guideline.

4.2.2 Eligibility

- University First Aid Officers must be employees of the University.
- The appointment of a University First Aid Officer is subject to:
1. Formal completion of the First Aid Request Form;
2. Approval by the immediate workplace supervisor; and
3. Endorsement by the relevant Operations or Business Manager.

### 4.2.3 Appointment Process

- To apply to become a First Aid Officer at ECU, a [First Aid Request Form](#) must be completed. This is available from the intranet.
- It is the responsibility of the Supervisor of the proposed First Aid Officer to complete the First Aid Request Form in consultation with the staff member to:
  1. Determine if a First Aid Officer is required by performing a risk assessment (see section 4.2.4 below for guidance).
  2. Determine if first aid supplies are required;
  3. Determine if the First Aid Officer will require immunization;
  4. Determine if the First Aid allowance is payable;
  5. Sign and date the First Aid Request Form; and
  6. Forward the First Aid Request Form through to their School or Business Manager for endorsement.
- If there is more than one applicant for the position of a First Aid Officer, and a risk assessment of the area has identified the need for only one First Aid Officer, the person who has control of that workplace is to consult with the applicants and their Operations Manager to determine the most appropriate person to undertake the role.
- The completed First Aid Request Form is then to be forwarded to the Safety and Employment Relations Office.
- If the Safety and Employment Relations Office does not support a First Aid Officer appointment they are to consult with the supervisor responsible for appointment.
- On completion of the First Aid Request Form and endorsement by the Operations or Business Manager, it is the responsibility of the employee to liaise with the University’s first aid provider to select the appropriate training dates.

### 4.2.4 Risk Assessment

- A Risk Assessment should determine whether the proposed First Aider is working in a low or high risk work area. Guidance on each both categories is provided below.
- It is recommended that there be one First Aid Officer for every 50 workers in low risk work areas, or one First Aid Officer for every 25 workers in high risk area.

#### Low Risk Work Area:

A low risk workplace is a workplace where workers are not exposed to hazards that are likely to result in sudden serious injuries or illnesses that require immediate first aid (such as offices, libraries or any areas which perform administrative work).
High Risk Work Area:

A high risk work area is a work area where workers are exposed to hazards that could result in sudden serious injury or illness and would require immediate first aid. Examples of such work areas that may be considered high risk are ones in which workers may:

- use hazardous machinery (for example, mobile plant, chainsaws, power tools etc.)
- use hazardous substances / chemicals
- are at risk of falls that could result in serious injury (working at heights)
- carry out hazardous forms of work (for example, working in confined spaces, welding, electrical work etc.)
- are exposed to the risk of physical violence (for example, working alone at night, security etc.)
- work in or around extreme heat or cold

For further guidance on whether your work area is high or low risk, please contact the Safety and Employment Relations team at OSH@ecu.edu.au

4.2.5 Training

- University First Aid Officers will be required to successfully complete training at the Senior First Aid level provided by the University’s first aid provider. Training above this level will be the responsibility of the School or Service Centre.
- On endorsement by the Operations/Business Manager it is the responsibility of the proposed First Aid Officer to arrange their training requirements.
- To complete the training, please complete the First Aid Request Form from the intranet. Instructions for booking the course are provided in the First Aid Request Form, if you have any queries about which course to book please contact OSH@ecu.edu.au
- On successful completion of the training it is the responsibility of the First Aid Officer to provide a copy of their First Aid Certificate to their supervisor and osh@ecu.edu.au.
- Where a staff member has undergone training outside the University and they are identified as being an appropriate University First Aid Officer, they will be required to supply their qualifications to a representative of the Safety and Employment Relations Office via osh@ecu.edu.au for validation.

4.2.5 Subsequent Appointments

- When a University First Aid Officer’s training has expired, the First Aid Request Form should be completed again to confirm the need for re-appointment prior to any refresher training being undertaken. Approval for this training shall follow the same process as described at 4.2.3 and 4.2.4.
- Copies of subsequent refresher qualifications must be provided to osh@ecu.edu.au.
Those University First Aid Officers without evidence of current qualifications will be removed from the University First Aid register until such time that this evidence is provided.

4.3 First Aid Boxes

4.3.1 First Aid Box Management

- The location of First Aid Boxes shall be in accordance with the requirements of that workplace and as determined by a risk assessment. First Aid Boxes shall be labelled as per the WorkSafe Code of Practice. Identification labels are to comply with Australian Standard AS 1319, Safety signs for the Occupational Environment.
- To request a new First Aid Box for your area, please complete the First Aid Request Form and forward it to the Safety and Employment Relations Office at osh@ecu.edu.au.
- Where a workplace has been identified as requiring a First Aid Box, the First Aid Officer at that workplace is to be delegated the responsibility to manage and control the First Aid box contents. The person will be expected to:
  1. As required, monitor and consult with the Safety and Employment Relations Office and the external first aid supplier on the usage and restocking of the First Aid Box contents;
  2. Check that the labelling in the First Aid Box is intact and names and locations of the nearest First Aid Officers are provided.

4.3.2 First Aid Box Supplies

- The contents of First Aid Boxes shall be provided in accordance with the National Work Health and Safety Act and Regulations and the Code of Practice ‘First Aid in the Workplace’.
- Each First Aid Box supplied under the University First Aid Policy should meet the current St John’s Ambulance Workplace Medium Risk Wall Mounted kit contents.
- Any additional items required due to the nature of the work being undertaken in the area is to be funded by the individual School / Service Centre.
- Panadol and other medications are not to be stored in University First Aid Boxes and University First Aid Officers are not to supply medication to staff, students or visitors.
- Should an individual require medication, they must present to Student Health Services for assessment or provide their own medication.
- First Aid Boxes will be serviced twice yearly as noted in section 4.3.3 below, but should you required supplies in the meantime, both Mount Lawley and Joondalup Campus Support Offices will contain limited additional stock.
- If additional stock is required, the Campus Support Office will provide the supplies on completion of a request register. These supplies are not to replenish whole kits. Replenishing kits, including those that may not have been available for service, may incur a call out fee, which is to be funded by
the School or Service Centre. The staff member will be required to provide the following information, sign and date the register:

1. Persons Name;
2. First Aid Box number;
3. Box location; and
4. Name of School or Service Centre / Institute.

4.3.3 First Aid Box Servicing

- First Aid Box servicing occurs twice a year in approximately February and August and is conducted by St John’s Ambulance Australia.
- To ensure your First Aid Box is included in the next servicing, please check your First Aid Box is included in the “Location of First Aid Boxes” document stored on the intranet at the following hyperlink:
- To add your box to the location document, contact the Safety and Employment Relations Office via osh@ecu.edu.au.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for the following:

The Director Human Resource Services Centre has overall responsibility for the content of these guidelines and its operation in ECU.

6. RELATED DOCUMENTS

The guideline is supported by the following documents available from the Health and Safety pages of the HR Services Centre website:

- First Aid Request Form
- First Aid Policy [HR115]
- University Work Health and Safety Policy [HR081]

7. CONTACT INFORMATION

For queries relating to this document please contact:

<table>
<thead>
<tr>
<th>Guideline Owner</th>
<th>Director Human Resources Service Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Enquiries Contact:</td>
<td>Safety and Employment Relations Team</td>
</tr>
<tr>
<td>Telephone:</td>
<td>08 6304 2302</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:osh@ecu.edu.au">osh@ecu.edu.au</a></td>
</tr>
</tbody>
</table>
8. APPROVAL HISTORY

<table>
<thead>
<tr>
<th>Guideline Approved by:</th>
<th>Director Human Resources Services Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Guideline First Approved:</td>
<td>December 2013</td>
</tr>
<tr>
<td>Date last modified:</td>
<td>March 2015</td>
</tr>
</tbody>
</table>
| Revision History: | July 2014 – Modified to link to Facilities and Services Emergency Management Webpage and Emergency Response Webpage
Change from Health and Safety Office to Safety and Employment Relations Office
March 2015 – Changes to first aid assistance
May 2016 – Change of document template |
| Next Revision Due: | December 2016 |
| HPRM File Reference | 00274/14 |