

**Guideline Title: First Aid Guideline**

**Guideline Owner: Chief Safety Officer**

**This guideline supports the University to operationalise the *Work Health and Safety Policy [PL139]* and must be complied with.**

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## 1. INTENT

The purpose of this guideline is to provide a safe and healthy work environment, as far as reasonably practicable, by ensuring there is adequate first aid officer support and equipment available to Workers, Students, and Visitors in their work area.

## 2. ORGANISATIONAL SCOPE

This guideline applies to all ECU Workers, Students and Visitors.

## 3. DEFINITIONS

The [University Glossary](#), the [WHS Definitions Register](#) and the following definitions apply to this guideline:

Term:	Definition:
ECU Officer	The University Executive member accountable for the School, Centre(s) and/or Teaching Areas under their line management.
Work Area	The physical location where work is performed e.g., workshop, laboratory, field location, or office floor.

## 4. GUIDELINE CONTENT

### 4.1. First Aid Officer and First Aid Equipment Locations

The People and Culture WHS team maintain a list of:

- a. [University First Aid Officers](#) and their work location
- b. [University First Aid Kit Locations](#)
- c. [Defibrillator Locations](#)

### 4.2. First Aid Assistance

First aid officers are appointed and trained to provide first aid assistance in the workplace. Those who are providing first aid should not exceed their training or knowledge, and seek assistance as required.

In case of an emergency situation, refer to the following guides available on the [Digital and Campus Services Emergency Management](#) staff intranet page:

- a. [Life Threatening Emergency](#)
- b. [Non-Life-Threatening Emergency and Other Emergencies](#)

The primary contact in an emergency should be emergency services (000) followed by [campus security](#) (6304 3333). ECU campus security officers are the University's first responders and are all trained in providing first aid. First aid officers may assist and provide first aid as required until emergency services arrive.

#### 4.2.1. Infection Control

When providing first aid, first aid officers should follow the [Infection Control and Standard Precautions](#) outlined in the St John First Aid training. Should any person be exposed to blood or biological contaminants, an [Incident Report](#) should be completed on Riskware in accordance with the [Incident Reporting and Investigation Guideline](#) and medical advice sought.

#### 4.2.2. Transportation

An ambulance should be called in the event of a medical emergency or when necessary. A Worker who has become too injured or ill to remain at work may be provided transport assistance home (e.g. taxi), or to a medical service by another staff member, at their Manager's discretion.

#### 4.2.3. Workers requiring specific medical management

Workers or Students who require a specific response in a medical emergency e.g. asthma, diabetes, heart conditions or severe allergies, should discuss their health conditions with their line manager/unit coordinator and complete a management plan.

### 4.3. Types of First Aid Officers

An ECU Worker may be required to receive a first aid training qualification for one of the following reasons:

- a. Role Requirement: A first aid training qualification is part of the inherent job requirements of a role or position e.g. Security Officer.
- b. Activity Requirement: first aid training is required to support a specific University based activity within a School or Centre e.g. a study travel tour, fieldwork.
- c. University First Aid Officer: First aid officers are appointed by the University to meet the requirements of the WorkSafe WA [Code of Practice: First Aid in the workplace](#) as further outlined in section 4.5 of this guideline.

### 4.4. First Aid Officer Responsibilities

The responsibilities of first aid officers are:

- a. To provide assistance with first aid treatment of injuries or illness during emergency and non-emergency incidents whilst undertaking University activities, both on and off campus.
- b. Assisting in the referral of casualties for medical treatment as required.
- c. Assisting in ensuring that an [Incident Report](#) is completed on [Riskware](#) immediately after first aid is provided in accordance with the [Incident Reporting and Investigation Guideline](#).
- d. Ensuring their first aid training qualification is current by attending any required refresher training.
- e. Providing a copy of their current first aid qualification certificate to [whs@ecu.edu.au](mailto:whs@ecu.edu.au) to ensure University records can be maintained.
- f. Ensuring they advise their Line Manager/Supervisor and the People and Culture WHS team of any changes in employment details that may affect their role as first aid officer, e.g. resignation as a first aid officer, change in workplace location, name, or telephone contact details.
- g. Ensuring first aid kits in their work area are included in the scheduled servicing and are restocked as needed as per section 4.11 of this guideline.

### 4.5. Determining First Aid Training Requirements for the Work Area/Activity

ECU Officers are accountable, and Line Managers/Supervisors are responsible for ensuring there is a sufficient amount of first aid officers appointed within their work area.

Certain work areas have greater risks of injury and illness due to the nature of the work being carried out in the workplace. The [Code of Practice: First Aid in the workplace](#) recommends at least one first aid officer for every 50 persons in a low risk area, or one first aid officer every 25 persons in a high risk area. Regular volume of contractors, visitors and students should be

counted in addition to the workers of the work area. Further guidance on each category is provided below:

- a. **Low Risk:** A low risk work area is where Workers are not likely to be exposed to hazards that could result in a sudden serious injury or illness that requires immediate first aid (such as offices, libraries or any areas performing administrative work).
- b. **High Risk:** A high risk work area is where Workers are exposed to hazards that could result in a sudden injury or illness that would require immediate First Aid assistance. Examples of the nature of work that could determine a work area as high risk are:
  - The use of hazardous machinery (for example, the use of mobile plant, power tools, chainsaws etc)
  - The use of hazardous substances/chemicals
- c. **Remote/Isolated Field Work:** Extra first aid considerations may be necessary for Workers in remote or isolated areas and is to be included in the WHS risk assessment. The distance of the work area from ambulance services, hospital, and medical centres should be considered when determining first aid requirements. If timely access to emergency services cannot be assured, a Worker trained in more advanced first aid techniques (e.g. providing oxygen), should be considered. A portable first aid kit is mandatory for all remote activities and field tips. One first aider for every 10 Workers is recommended.

Where it is unclear whether a work area is high or low risk, a WHS risk assessment should be completed to determine the first aid officer requirements. The [Code of Practice: First Aid in the workplace](#) provides further guidance on how to determine the number of trained first aiders in a five step guide.

For further guidance on determining the risk level of a work area, please contact the People and Culture WHS team at [whs@ecu.edu.au](mailto:whs@ecu.edu.au).

## 4.6. Funding

If the risk assessment determines that a first aid officer is required for a work area, and the People and Culture WHS team has approved the application, the training associated with the role will be centrally funded by the WHS team.

If the first aid training is required as part of role or activity requirements, the training course must be funded by the School or Centre.

## 4.7. University First Aid Officer Appointment Process

### 4.7.1. Eligibility

First aid officers must be ECU employees and are able to successfully complete and obtain a first aid qualification from a registered training organisation.

## 4.7.2. Application

Application instructions for potential first aid officers to follow can be found on the [First Aid Training Request Form](#).

If there is more than one application for a workplace's first aid officer, it is the responsibility of the person in control of the workplace to consult with the applicants and their Line Manager/Supervisor to determine the most appropriate person to undertake the role. A backup first aid officer for an area may be approved by the ECU Chief Safety Officer.

The People and Culture WHS team will determine the suitability of the application and advise the applicant of the outcome.

## 4.8. Training

First aid officers will be required to successfully complete accredited first aid training provided by our external first aid training supplier.

The required course and available training date information is available on the First Aid Training Request Form.

Where an ECU employee has independently undertaken training, and are identified as being an appointable first aid officer, they are required to submit their qualifications to the People and Culture WHS team at [whs@ecu.edu.au](mailto:whs@ecu.edu.au) for validation.

Where staff have a higher level of current medical training e.g. Medical Practitioner, Registered Nurses and Paramedicine staff trained in CPR, they may be appointed as a first aid officer without undertaking further formal first aid training. Evidence of current registration will be required.

### 4.8.1. Cardiopulmonary Resuscitation (CPR) Training

First aid officers receive initial CPR training during their accredited first aid training course.

It is recommended that first aid officers refresh their CPR knowledge on an annual basis. At a minimum, first aid officers should review the following CPR training materials every year:

- a. [St Johns 'First Aid for the Office' Course](#)
- b. [St Johns WA DRSABCD Action Plan Poster](#)
- c. [St Johns WA DRSABCD Action Plan Video](#)

First aid officers working in high-risk work areas are recommended to complete a risk assessment in consultation with their Line Manger/Supervisor to determine whether an accredited CPR refresher course is necessary.

Where an area determines formal CPR training is required based on the risk in the area, the course needs to be organised and funded by the local School or Centre. The People and Culture WHS team can advise on available courses and prices through the first aid provider.

## 4.8.2. Subsequent Appointments

When a first aid officer's training has expired, they must complete and submit the First Aid Training Request Form to the People and Culture WHS team again, to confirm the need for re-appointment prior to any refresher training being undertaken, as per section 4.7 of this guideline.

Copies of subsequent refresher qualifications must be provided to the People and Culture WHS team at [whs@ecu.edu.au](mailto:whs@ecu.edu.au).

First aid officers without evidence of a current qualification will be removed from the first aid officer register until evidence is provided.

## 4.9. Installation and Provision of First Aid Kits

- The location of the first aid kits shall be in accordance with the requirements of that work area and as determined by a risk assessment and advised by the People and Culture WHS team.
- First aid kits and equipment shall be labelled as per the relevant standards and codes of practice including the [Worksafe Code of Practice](#) and [Australian Standard AS 1319: Safety Signs for the Occupational Environment](#).
- For new campus buildings and renovations, Digital and Campus Services will be responsible for installing the required first aid kits and defibrillators.
- To request a new first aid kit for an existing area, submit a [First Aid Kit Request Form](#) to the People and Culture WHS team at [whs@ecu.edu.au](mailto:whs@ecu.edu.au).

## 4.10. First Aid Kit Supplies

- The contents of the first aid kit shall be in accordance with the [Code of Practice: First Aid in the Workplace](#).
- Each first aid kit should meet ECU's current first aid provider's standard kit contents list.
- Any additional first aid items that are required due to the nature of the work being undertaken in the area are to be funded by the School or Centre.
- Paracetamol and other medications are not to be stored in the first aid kits and first aid officers are not to supply medication to Workers, Students or Visitors.
- Should an individual require medication, they may present to Student Health Services for assessment or provide their own medication in consultation with their healthcare provider.

## 4.11. First Aid Kit Servicing

First aid kit servicing occurs twice a year and is conducted by ECU's external first aid provider. This includes servicing of defibrillators. The People and Culture WHS team will advise first aid officers of any upcoming services.

First aid officers are responsible for ensuring that their work area's first aid kit is included in the scheduled servicing.

The first aid officer should:

- Confirm that the first aid kits in their work area is listed on the location of first aid kits registry list for the relevant campus location. The lists are available on the [Emergency and First Aid Response](#) page on the staff intranet. To add a first aid kit to the registry, contact the People and Culture WHS team at [whs@ecu.edu.au](mailto:whs@ecu.edu.au) to have it listed.
- Monitor the usage and restocking of first aid kit contents between workplace inspections and first aid kit servicing.
- Confirm that the first aid kits in their area were serviced following attendance by ECU's external first aid provider.
- Check that the labelling on the first aid kit is intact and that the names and locations of the nearest first aid officers are provided.

First aid kits are also checked during the routine workplace inspections which are the responsibility of ECU's Health and Safety Representatives. If additional supplies are required between scheduled servicing, please contact the relevant Campus Support Office team. Contact details are listed on the [Digital and Campus Services](#) contact page available on the staff intranet.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

The guideline owner is the Chief Safety Officer who has overall responsibility for the content of these guidelines and their operation.

Line Managers/Supervisors are responsible for ensuring adequate first aid equipment and facilities are available and an adequate number of first aid officers are appointed and communicated in the workplace.

## 6. RELATED DOCUMENTS

### Legislation

[Work Health and Safety Act 2020 \(WA\)](#)

[Code of Practice: First Aid in the Workplace](#)

[Australian Standard: AS 1319:1994 Safety Signs for the Occupational Environment](#)

### Policies

[Health and Safety Policy \[PL139\]](#)

### Operational documents and resources

[First Aid Training Request Form](#)

[First Aid Kit Request Form](#)

[First Aid Officers List](#)

[Location of First Aid Boxes – Joondalup](#)

[Location of First Aid Boxes – Mount Lawley](#)

[Location of First Aid Boxes – South West](#)

[Location of Defibrillators](#)

## CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Chief Safety Officer
All Enquiries Contact	Chief Safety Officer
Telephone:	08 6304 2302
Email address:	<a href="mailto:whs@ecu.edu.au">whs@ecu.edu.au</a>

## 7. APPROVAL HISTORY

Guideline approved by:	Director Human Resources Services Centre
Date guideline first approved:	December 2013
Date last modified:	2016
Revision history:	<p>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</p> <p>March 2015 – Changes to first aid assistance</p> <p>May 2016 – Change of document template.</p> <p>December 2023 – Updated to meet new WHS legislation and Code of Practice requirements.</p> <p>March 2024 – Updated to include Medical Practitioner into Section 4.8.</p>
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