

First Aid Services Procedure

Policy code:	CG1869
Policy owner:	Head - Health, Safety and Wellbeing
Approval authority:	Chief Operating Officer
Approval date:	28 November 2023
Next review date:	29 November 2024

Table of Contents

Purpose	1
Scope	1
Legislative Context	1
Definitions	2
Actions	2
1. Providing adequate first aid services in University premises and off-campus University activities	2
Supporting Documents	5
Responsibility	6
Promulgation	6
Implementation	7
Records Management	7

Purpose

This procedure describes the physical and administrative arrangements to be implemented within the University for the provision of adequate first aid services.

These arrangements, to be read in conjunction with the [Incident and Emergency Management Procedure](#), aim to:

- comply with legal and community expectations regarding the duty of care owed to injured or sick people; and
- ensure University compliance with relevant requirements of Occupational Health and Safety legislation.

Scope

This procedure applies to all Institutes, Colleges, Directorates, and Centres of Federation University Australia.

Legislative Context

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Compliance code: First aid in the workplace (Edition 1, November 2021) (Worksafe Victoria)
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

- First aid in the workplace code of practice 2021
- Compliance code: First aid in the workplace (November 2021)(Worksafe Queensland)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Definitions

A complete list of definitions relevant to this procedure is contained within the [Health and Safety Management Procedure](#).

A further list of definitions **specifically** relevant to this procedure is included below:

Term	Definition
University First Aider	<p>An employee of the University who:</p> <ul style="list-style-type: none"> • holds a current competency-based first aid certificate, such as “HLTAID003 Provide First Aid”, or an equivalent qualification as determined by the Head - Health, Safety and Wellbeing; and • is included in the list of University First Aiders.

Actions

1. Providing adequate first aid services in University premises and off-campus University activities

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Classifying each area within University premises and each University activity under your control	Supervisor/Manager	<p>1. Determine the first aid classification using the following risk assessment process:</p> <p>Class "A": if staff, students or customers in the campus location or off-campus activity perform any of the following activities, or activities that present a similar risk of injury or illness, the campus location or off-campus activity is classified as "A":</p> <ul style="list-style-type: none"> • use of powered tools, compressed gases, or workshop machinery; • use of kitchen equipment, stoves, ovens, food processors, blenders, etc.;

			<ul style="list-style-type: none"> • firing of kilns, handling of chemicals classified as "dangerous goods"; • maintenance, testing or repair of electrical equipment; • contact or combat sports, martial arts, sports presenting an acrobatic component (gymnastics, diving, trampolining, etc.) or physical activities commonly held to be risky (rock climbing, scuba diving, hang gliding, parachuting, motor sports, etc.); or • excursions, field trips and outdoor activities in areas where medical assistance would normally arrive after two hours or more. <p>Class "B": if staff, students or customers in the campus location or off-campus activity perform any of the following activities, or activities that present a similar risk of injury or illness, the campus location or off-campus activity is classified as "B":</p> <ul style="list-style-type: none"> • use of non-powered hand tools (screwdrivers, hammers, knives, etc.); • sporting and physical activities other than those included in class "A"; • artistic performances (theatre, dance, etc.); • excursions, field trips and outdoor activities in areas where medical assistance would normally arrive in less than two hours; • driving group transport vehicles; or • heavy manual handling. <p>Class "C": if staff, students or customers in a campus location or off-campus activity do not regularly perform any of the activities listed under Class "A"</p>
--	--	--	--

			and Class "B", and do not regularly perform activities that present a similar risk of injury or illness, the campus location or off-campus activity is classified as "C".
B.	Ensuring adequate numbers of University First Aiders are provided	Supervisor/Manager	<p>1. Determine, in consultation with the Health and Safety Representative(s), the minimum number of University First Aiders for each campus location and each off-campus activity, using the following ratios as a guide^(see Note 1):</p> <p>Class "A": one University First Aider readily available for 35 people present at any one time (staff, students and customers).</p> <p>Class "B": one University First Aider readily available for 50 people present at any one time (staff, students and customers).</p> <p>Class "C": one University First Aider readily available for 100 people present at any one time (staff, students and customers).</p> <p>Note 1: When determining the appropriate number of University First Aiders, consider:</p> <ul style="list-style-type: none"> • absences due to leave or other reasons, and unavailability due to lecturing or other commitments; • the availability of non-University First Aiders or medical support (e.g. when visiting public or private organisations); • the geographical spread and possible isolation of people in the Institute/Directorate/College/Centre, sub-unit, excursion group, etc.; and • times outside of normal working hours when staff, students or customers can be expected to be working or using University facilities (e.g. Library).

			<ol style="list-style-type: none"> 1. Ensure the minimum of University First Aiders is provided for each campus location and each off-campus activity you control.
C.	Ensuring adequate numbers of first aid kits are provided	Supervisor/Manager	<ol style="list-style-type: none"> 1. Ensure adequate numbers of first aid kits are provided for each location and activity you control. Minimum numbers of first aid kits for each campus location or off-campus activity are the same as the numbers specified for University First Aiders, with the additional requirement that a minimum of one first aid kit must be provided in each building. Special consideration must be given to activities taking place in isolated locations and in multi-storey buildings. 2. Ensure each non-portable kit^(see Note 2) contains, as a minimum, the basic contents listed in the First Aid Order Form, as well as any additional module (burn or eye) required, as determined by the local University First Aider(s) in consultation with you and the relevant Health and Safety Representative. <p>Note 2: The contents of portable first aid kits provided for outdoor activities, excursions and other off-campus activities (e.g. field work) must be determined by the University First Aider(s) involved.</p>

Supporting Documents

- [Health and Safety Management Procedure](#)
- [Incident and Emergency Management Procedure](#)
- [List of University First Aiders](#)
- [Defibrillator Locations](#)

Forms.

- [First Aid Order Form](#) (PDF 199.1kb)
- [First Aid Report](#) (PDF 195.3kb)

- [University First Aider Nomination Form](#) (PDF 144.7kb)

Responsibility

- The Health and Safety Policy Committee is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- The Head – Health, Safety and Wellbeing is responsible for:
 - maintaining the content of this procedure as delegated by the Health and Safety Policy Committee;
 - developing, coordinating and delivering the training required by Supervisors, Managers and University First Aiders to fulfil the role assigned to them in this procedure;
 - assisting Institutes/Directorates/Colleges/Centres in complying with this procedure; and
 - maintaining the list of University First Aiders.
- Senior Managers are responsible for ensuring the requirements of this procedure are met within their Institute/ Directorate/College/Centre. In particular, they are responsible for:
 - ensuring adequate numbers of University First Aiders are appointed and maintained over time in their Area(s) in accordance with the method outlined above;
 - communicating the names of the University First Aiders, a completed University First Aider Nomination Form and a copy of the current First Aid Certificate to the Head - Health, Safety and Wellbeing for inclusion in the list of University First Aiders (if already suitably qualified) or for training (if not);
 - releasing the University First Aiders for training as coordinated by the Health, Safety and Wellbeing Department;
 - paying for the cost of training their staff if applicable; and
 - ensuring the local emergency instruction signage includes up to date first aider names.
- The Campus Nurse is responsible for the Hepatitis B information, prevention and vaccination program for University First Aiders on the Ballarat and Churchill campuses. At the Wimmera campuses, the Health and Safety Co-ordinating Team is responsible for the provision and coordination of a Hepatitis B information, prevention and vaccination program.
- University First Aiders are responsible for:
 - complying with the relevant provisions of the [Incident and Emergency Management Procedure](#);
 - reporting to their Dean/Director, or to the Head - Health, Safety and Wellbeing, any condition that may prevent them from performing their first aider duties properly and safely;
 - attending the training sessions organised for the maintenance and development of their first aid skills;
 - regularly (e.g. monthly) checking the contents and condition of first aid kits in their area and ordering first aid stocks as required, using the First Aid Order Form;
 - entering into a Hepatitis B prevention program which may, after proper information and consent, include vaccination; and
 - providing documentary evidence of their first aid qualifications upon request.

Promulgation

The [First Aid Services Procedure](#) will be communicated throughout the University community in the form of:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website;
- an email to current University First Aiders; and
- an email to the Chairs of Health and Safety Implementation Teams.

Implementation

The [First Aid Services Procedure](#) will be implemented throughout the University via

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website;
- an email to current University First Aiders; and
- an email to the Chairs of Health and Safety Implementation Teams.

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
First Aid Order Form	Health, Safety and Wellbeing Department	Head – Health, Safety and Wellbeing	Until administrative use concludes
First Aid Report	University First Aid kits	University First Aiders	Destroy seven (7) years after last entry and administrative use is completed
University First Aider Nomination Form	Health, Safety and Wellbeing Department	Head – Health, Safety and Wellbeing	Two (2) years after appointment lapses