

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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TYPE OF DOCUMENT	Procedure
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FUNCTIONAL GROUP(S)	Workplace Health and Safety
KEY TERMS	First Aid, First Aid Risk Assessment, First Aid Plan
SUMMARY	To provide all staff with guidance on how to determine and implement adequate and appropriate first aid arrangements in the workplace.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

This procedure has been developed to assist with the implementation of the Information Sheet - Provision of First Aid Facilities and Personnel, from NSW Ministry of Health and based on the requirements of the [Code of Practice First Aid in the Workplace from SafeWork NSW](#). It is intended to provide guidance to all staff / workers who operate at South Eastern Sydney Local Health District (SESLHD) facilities and services.

2. BACKGROUND

To provide all staff / workers with guidance on how to determine and implement adequate and appropriate first aid arrangements for other staff / workers whilst on SESLHD facilities and services that require a first aid kit.

3. DEFINITIONS

Refer to Appendix 1 – Definitions.

4. RESPONSIBILITIES**Employees will:**

- Take reasonable steps for their own health and safety, comply with Health Safety and Wellbeing policies and procedures, and ensure they are aware of local arrangements for first aid and emergency medical treatment
- Report any safety related incidents, accidents, hazards, risks or concerns to their manager, a health and safety partner and / iMS+ safety reporting system.

Trained First Aider will:

- Provide initial treatment to injured or ill staff / workers consistent with the First Aiders level of training and competence
- A first aider will not refuse any reasonable request for assistance in the provision of first aid to any co-worker in respect to illness or injury at work
- All First Aiders must hold a current First Aid Certificate
- Assist the Department/Unit manager with restocking of first aid kits
- Report any safety related incidents, accidents, hazards, risks or concerns to their manager, a health and safety partner and / iMS+ safety reporting system.

Line Managers will:

- Implement and comply with Health Safety and Wellbeing policies and procedures, including ensuring first aid arrangements are in place for the department and ensure workers are aware of the local first aid procedures
- If the department/unit is not a clinical one which physically treats patients, complete the First Aid Risk Assessment Form and the First Aid Plan
- Ensure that the workplace has an adequate number of first aiders (unless the department is a clinical one which physically treats patients)
- Ensure that First Aid Contacts for the Department/unit are displayed (unless the department is a clinical one which physically treats patients)
- Ensure that the *WHS Regular Inspection Checklist* is completed monthly and the contents of any first aid kits are checked as part of this
- Ensure that, where relevant the First Aid Plan is displayed on the Health Safety and Wellbeing Noticeboard

- Report any safety related incidents, accidents, hazards, risks or concerns to their manager, a health and safety partner and / iMS+ safety reporting system.

District Managers/ Service Managers will:

- Assist manager and workers to implement first aid requirements and to consult with other duty holders to ensure there is a plan for the management of first aid to workers within areas in control of the organisation
- Ensure that any safety related incidents, accidents, hazards, risks or concerns are reported to their manager, a health and safety partner and / iMS+ safety reporting system.

Chief Executive will:

- Ensure Health Safety and Wellbeing policies and procedures are in place to achieve Health Safety and Wellbeing objectives and legal obligations
- Ensure there are systems and processes in place for first aid plans and ensure these are in place prior to staff / workers commencing work at SESLHD facilities and services as required.

5. PROCEDURE

First Aid involves the initial and immediate attention to a person suffering an injury or illness and can include the treatment of minor injuries or the provision of initial emergency treatment until further medical assistance can be obtained.

Under the NSW WHS Regulation, Chapter 3, First Aid, a business must ensure that first aid equipment is located at the workplace, including vehicles and any contractors or third party workplaces located on any SESLHD facilities. There must be arrangements made for any SESLHD facilities requiring a first aid kit, to be able to provide adequate first aid to someone who sustains an injury or illness at its facilities and worksites, and have access to further medical assistance where required.

These arrangements must include:

- Access to a first aid kit (or equivalent supplies)
- Additional first aid arrangements for specific injuries/illnesses that might occur in relation to the type of work activities and associated hazards
- Trained first aid personnel (where more than 25 persons are employed at that place of work) Refer to 5.8 Trained First Aiders for more detail
- A first aid room (where required).

Determining First Aid Requirements

Within SESLHD facilities, emergency departments and clinical departments which physically treat patients, meet the requirements of the NSW Work Health and Safety (WHS) Regulation. All other departments are required to conduct a risk assessment in consultation with workers using F122 - First Aid Risk Assessment Form to determine if they require a first aid kit and/or trained first aid personnel.

The First Aid Risk Assessment will help determine the:

- type of first aid kits and any other equipment or resources required based on the number of workers and type of work being performed
- number of first aid kits and where they should be located so that all workers have easy access to first aid when required
- need for a First Aid Room based on access to emergency treatment and the type of injuries/illnesses that could be sustained
- number of trained first aid personnel required and required availability
- response procedures to be followed when an incident occurs which requires first aid.

Additional Equipment and Resources

Below is a guide to potential hazards and risks, and additional first aid resources and equipment that should be considered for work areas exposed to these hazards and risks.

Where it is not practical to have the additional resources / equipment located at the workplace, they should be available onsite i.e. a Defibrillator may be arranged through the internal Medical Emergency Response Team (Code Blue).

Nature of the work being carried out and the nature of the hazards at the workplace		
Hazards	How the hazard could cause harm	Additional first aid resources/equipment
Manual tasks	Overexertion can cause muscular strain	Mobility equipment (Wheelchair, portable stretcher etc.)
Working at Height	Slips, trips and falls can cause fractures, bruises, lacerations, dislocations, concussion.	Stabilizing neck collar Mobility equipment (Wheelchair, portable stretcher etc.)
Electricity	Potential ignition source could cause injuries from fire. Exposure to live electrical wires can cause shock, burns and cardiac arrest.	Automatic defibrillators Burns Module
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, amputation, bruises, lacerations, dislocations.	Automatic defibrillators Burns Module Mobility equipment, Wheelchair etc.
Hazardous chemicals	Hazardous chemicals Toxic or corrosive chemicals may be inhaled, contact skin or eyes causing poisoning, chemical burns, irritation. Flammable chemicals could result in injuries from fire or explosion.	Eye wash and shower equipment Burns Module
Extreme temperatures	Hot surfaces and materials can cause burns. Exposure to heat can cause heat	Burns Module Additional blankets

Nature of the work being carried out and the nature of the hazards at the workplace		
	stress and fatigue. Exposure to extreme cold can cause hypothermia and frost bite.	
Radiation	Welding arc flashes, ionizing radiation and lasers can cause burns	Burns Module
Animals	Bites, stings, kicks, scratches	Outdoor work module

Refer to *Appendix 2 - Contents for a First Aid Kit* outlining first aid kit requirements and additional module requirements.

Implementation

After completing the *First Aid Risk Assessment* (see section 5.1) all non-clinical departments, and clinical departments which do not treat patients for physical conditions must prepare a documented *First Aid Plan* (Form F123), in consultation with workers, which outlines the general procedure workers are to follow, along with any additional first aid equipment or special arrangements for the work area. In clinical Departments which physically treat patients, injuries to workers will be treated as would injuries to patients and the injury and treatment must be documented in IIMS.

First Aid Signage

Signs must be clearly displayed in the workplace to indicate the location of specific first aid kits or rooms and will include a white cross on a green background, to be compliant with AS1319 Safety Signs for the Occupational Environment.

Communication of First Aid Requirements

First aid arrangements must be communicated to all workers in the workplace, and should occur as part of the induction to the workplace, and in non-clinical areas or clinical areas which do not treat patients physically will include communication on the *First Aid Plan* (Form F123). This must also be posted on the Health Safety and Wellbeing noticeboard.

Recording First Aid Treatment

A record of any first aid treatment that has been provided must be kept and recorded into the Incident Information Management System (iMS+). This will form the Register of Injuries. The person completing the report must complete the general details of the incident and injury / illness, along with the following sections:

- ‘Medical attention’ indicating the level of medical attention provided, i.e. First Aid only, examined and treated within the Emergency Department, specialist medical treatment
- Name of person / department providing medical attention
- Initial action taken, outlining the type of first aid treatment provided e.g. bandaged applied to laceration on forearm.

The First Aid records must be kept for 5 years in accordance with F126 - *WHS Record Keeping Matrix*; and be made readily accessible to SafeWork NSW Inspectors on request

Maintenance of First Aid Kit and Equipment Contents

Where first aid kit is in place, the kit should be managed by a nominated person (usually a first aider). Any person using the first aid kit is responsible to documenting items that are removed.

The contents of the first aid kit must be checked monthly as part of the monthly WHS Regular Workplace Inspection on the *WHS Regular Inspection Checklist*, and stock replenished as required.

A record of the inventory is to be kept with the first aid kit and this record will include any additional first aid equipment. *Appendix 2 - Contents for a First Aid Kit* is provided as a sample document for this purpose.

Trained First Aiders

Under the WHS Regulation 2017, a business ensure workers have access to first aid equipment and facilities and that adequate numbers of people are trained to administer first aid or adequate access taking into account nature of work, hazards, size and location of workplace and the number and composition of the workers and others in the workplace, and to provide trained first aid personnel where more than 25 persons are employed at a place of work. A trained first aider can be:

- a person who holds a nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency i.e. Apply First Aid, Apply Advanced First Aid
- a registered nurse with annual CPR Training
- a medical practitioner with annual CPR Training

First aid qualifications obtained through RTO must be renewed every three years and the first aider is also required to complete an annual CPR assessment.

Clinical areas where there are qualified medical officers who physically treat patients are required to maintain CPR qualifications annually, so additionally trained first aiders are not required.

Review of the First Aid Procedures

A regular review should be conducted to evaluate whether the first aid arrangements are effective and appropriate for the first aid treatment needs of the workplace, which will be conducted at least every six months, or when a significant change to the workplace occurs or is proposed, or whenever there is evidence that the first aid arrangements are no longer adequate.

The review should include whether the first aid supplies are adequate, current and fit for purpose, and if the arrangements are still suitable. The review must be documented, which can be inclusion of the first aid plan/arrangements review being tabled and minuted at team meeting.

6. AUDIT

The Ministry of Health Work Health and Safety Audit program conducted every two years, will audit compliance to this procedure including:

- Non clinical departments and clinical departments which do not physically treat patients, have both a current First Aid Risk Assessment and a First Aid Plan (Form F123) in place
- The First Aid Plan (Form F123) (where one is required) is displayed on the Health Safety and Wellbeing Noticeboard
- First aid contacts have been included on the First Aid Plan (Form F123)
- First aid incidents are being reported and recorded in the iMS+ safety reporting system
- First aid kits have been inspected and replenished as part of the Monthly Safety Workplace Inspections
- The monthly Safety Workplace Inspection using the *WHS Regular Inspection Checklist* includes monitoring the contents and suitability of the first aid kit.

7. REFERENCES**External**

AS1319 – 1994 Safety Signs for the Occupational Environment

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

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2017](#)

[NSW Health Policy Directive PD2018_013 - Work Health and Safety: Better Practice Procedures](#)

Internal

[Appendix 1 – Definitions](#)

[Appendix 2 – Contents for a First Aid Kit](#)

[Appendix 3 – Additional kits and modules](#)

[First Aid Risk Assessment Form](#)

[First Aid Plan](#)

[WHS Record Keeping Matrix](#)

[WHS Regular Inspection Checklist](#)

8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
October 2012	0	P Kuszelyk – Updated to reflect new WHS Act, Regulations and Code of Practice and change to Local Health District. Links to forms updated.
February 2013	1	P Kuszelyk – Updated to reflect First Aid Information sheet issued by MoH
July 2015	2	P Kuszelyk – internal review and update based on user feedback.
September 2017	3	Desktop Revision and Links Update John Parkinson, WHS Consultant
October 2017	3	Updates endorsed by Executive Sponsor
June 2020	4	Risk rating reduced to Low Risk. Review date amended to November 2022 to align to Low Risk. Executive Sponsor updated from Director, Workforce Services to Director People and Culture. Approved by Executive Sponsor.
February 2022	5	Minor review and update links, terminology, titles and legislative requirements by Senior Health and Safety Partner, Jen Hartley.
March 2022	5	Approved by Executive Sponsor.

Appendix 1 - Definitions

Key Term	Definition
First aid	Is 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
First aider	A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid
First aid equipment	Includes first aid kits and other equipment used to treat injuries and illnesses
First aid rooms	Means a specific room established at the workplace usually where there are over 100 workers and a risk assessment indicates that it would be difficult to administer appropriate first aid unless a first aid room is provided
High risk workplace	Means a workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid. Examples of workplaces that may be considered high risk are ones in which workers: <ul style="list-style-type: none"> • use hazardous machinery (for example, chainsaws and plaster saws) • use hazardous substances (for example, chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing) • are at risk of falls that could result in serious injury (for example, construction) • carry out hazardous forms of work (for example, working in confined spaces, welding, demolition and electrical work) • are exposed to the risk of physical violence (for example, working alone at night, cash handling or having patients who are frequently physically aggressive) • working in or around extreme heat or cold.
Low risk workplace	Means a workplace where workers are not exposed to hazards that could result in serious injury or illness such as office areas. Potential work-related injuries and illnesses requiring first aid would be minor in nature
Staff	They can be worker, employees, or anything else; together they are called staff. Employees are people who are being paid wages or salary by their employer whereas, staff are not necessarily being paid. Staff includes contractors and volunteers, they do not have to be employed but employees have legal status.
Worker	Under the Work Health and Safety Act 2011 (WHS Act), a worker includes any person who works, in any capacity, in or as part of the business or undertaking.

Key Term	Definition
	<p>You are a worker under health and safety legislation if you are an:</p> <ul style="list-style-type: none">• employee• independent contractor or subcontractor (or their employee)• employee of a labour hire company• outworker, such as a home-based worker• apprentice or trainee• a student gaining work experience• volunteer.

SESLHD PROCEDURE

First aid arrangements in the workplace

SESLHDPR/210

Appendix 2 – Contents of First Aid Kit (Form F124 – First Aid Kit – Inspection Checklist)

First Aid Kit Contents <Insert Department Name>	Type of Kit			Monthly Checks (Initial if items present)						<Insert Year>					
	First Aid Kit A	First Aid Kit B	First Aid Kit C	J	F	M	A	M	J	J	A	S	O	N	D
First Aid Kit A, First Aid Kit B and First Aid Kit C mean a first aid kit containing the following items in the quantity (if any) specified in columns A, B and C, respectively:															
Contents of First Aid Kits	A	B	C												
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1												
Adhesive dressing tape, 2.5 cm 5 cm	1	1	-												
Bags, plastic, for amputated parts:															
▪ Small	2	1	1												
▪ Medium	2	1	1												
▪ Large	2	1	-												
Dressings, non-adherent, sterile, 7.5 cm 7.5 cm	5	2	-												
Eye pads, sterile	5	2	-												
Gauze bandages:															
▪ 5 cm	3	1	1												
▪ 10 cm	3	1	-												
Gloves, disposable, single	10	4	2												
Rescue blanket, silver space	1	1	-												
Safety pins, packets	1	1	1												
Scissors, blunt/short nosed, minimum length 12.5 cm	1	1	-												
Splinter forceps	1	1	-												
Sterile eyewash solution, 10 ml single use (Ampoules or Sachets)	12	6	-												
Swabs, prepacked, antiseptic, packs of 10	1	1	-												
Triangular bandages, minimum 90 cm	8	4	1												
Wound dressings, sterile, non-medicated, large	10	3	1												
First-aid pamphlet as approved by WorkCover	1	1	1												

Appendix 3 – Additional kits and modules - reference First aid in the workplace Code of Practice.

Outdoor work

If work is performed outside and there is a risk of insect or plant stings or snake bites, assess whether the following items should also be included in the first aid kit:

Additional Items	Kit contents
	Quantity
a heavy duty crepe bandage	1
sting relief cream, gel or spray.	1

Burn injuries

If your workers are at risk of receiving burns, you should include the following items:

Additional Items	Kit contents
	Quantity
burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply	1
hydro gel (8 × 3.5 gram sachets)	1
hydro gel dressings	
clean polythene sheets (small, medium and large)	
7.5cm cotton conforming bandage	
burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply	