8.2 FIRST AID

Overview
Determining Faculty/Unit requirements
Selection of candidates to act as First Aid Officers
Nomination and training/recertification of First Aid Officers
First Aid Officer immunisations
Maintenance of first aid kits and ordering of supplies
First aid signage
Administration of first aid
Payment of the first aid allowance
Contact
Approvals

Overview
The University provides a system of first aid, including the support of a network of trained and equipped First Aid Officers, to minimise the impact of any injuries or illnesses should an accident occur. The first aid system is consistent with the requirements of the Work Health and Safety Regulation 2011 (NSW).

An outline of the University's first aid system is as follows:

- Determining Faculty/Unit requirements
- Selection of candidates to act as First Aid Officers
- Nomination and training/recertification of First Aid Officers
- First Aid Officer immunisations
- Maintenance of first aid kits & ordering of supplies
- First aid signage
- Administration of first aid
- Payment of the first aid allowance
Determining Faculty/Unit requirements
A person or persons within each Faculty/Unit will be responsible for nominating staff to be trained as First Aid Officers as specified in each Faculty/Unit EHS Plan (this person(s) will be referred to as the “responsible party”).

Prior to nominating staff for training/recertification as First Aid Officers, the responsible party should review the Faculty/Unit requirements in terms of the number of First Aid Officers required for each specific work area and/or location. A list of UTS First Aid Officers is available at www.fao.uts.edu.au to aid with this review. It should also be noted that all University Security Officers are first aid trained and that there is a University Health Service available on level 6 of building 1 at the City campus.

In determining first aid requirements (i.e. the number of First Aid Officers) for a Faculty/Unit the responsible party will consider the inter-relationship of:
> the nature of work undertaken (e.g. the type of jobs people do; and any risk assessments arising from this work)
> the nature of the work environment (e.g. the types of equipment used and the type of work area)
> the hours of operation within the area.

Should any of the above factors change, then the level of first aid coverage may need to be adjusted.

Whilst First Aid Officers are appointed for coverage within a particular Faculty/Unit’s work area, they are also expected to provide first aid to students, staff, contractors and visitors external to the Faculty/Unit work area upon reasonable request.

Selection of candidates to act as First Aid Officers
Continuing or fixed-term full-time staff members would normally be nominated to act as a First Aid Officer. Casual staff should not be nominated.

First aid coverage should be arranged for most, if not all, hours during which an area is staffed.

Candidates for First Aid Officer must:
> be relatively available and accessible during the normal hours of work in the area to which they are assigned. Staff with extended planned leave or other absences or with responsibilities which take them away from the work area may not be appropriate for appointment as First Aid Officers
> be able to act calmly in an emergency and demonstrate a capacity to deal with injury and illness
> be aware of the limitations of their training as First Aid Officers and able to make appropriate judgments about the need to seek medical advice or call an ambulance
> express a willingness and enthusiasm to perform their first aid duties
> be able to be called away from their regular work at short notice
> relate well to other staff and students and should also be in reasonable health.
Nomination and training/recertification of First Aid Officers

First Aid Officers are required to hold a current Apply First Aid Statement of Attainment, which is awarded upon successful completion of a two-day Apply First Aid training course. This Statement of Attainment remains current for three years. Prior to the end of this three year period, successful completion of a one-day Apply First Aid recertification training course is required to retain continuity of appointment as a First Aid Officer.

Once a staff member has been nominated for training/recertification as a First Aid Officer, the responsible party within the Faculty/Unit should complete Section One of the Nomination for first aid training form and then forward the form to the nominated staff member. The staff member then contacts the training provider (St John Ambulance [NSW]) to find a suitable date, time and venue for training/recertification (in consultation with their manager/supervisor and allowing a minimum of two weeks’ notice), completes Section Two of the form and forwards it to the Safety & Wellbeing Branch. The Safety & Wellbeing Branch will then book the training/recertification course with the training provider and confirm these details with the nominated First Aid Officer.

Recertification should be completed at least eight weeks before a Statement of Attainment is due to expire. If a copy of the updated Statement of Attainment has not been forwarded to the Safety & Wellbeing Branch at least two weeks before the expiry date of the current Statement of Attainment, payment of the first aid allowance will cease.

First Aid Officer immunisations

The Safety & Wellbeing Branch strongly recommends that First Aid Officers are immunised against the Hepatitis B virus. The Safety & Wellbeing Branch will pay for the vaccination cost. First Aid Officers should contact the University Health Service upon the commencement of their appointment to arrange a vaccination (if they are not already vaccinated).

Maintenance of first aid kits and ordering of supplies

First Aid Officers are responsible for both determining the location of first aid kit(s) and ensuring that the kits are well stocked.

First Aid Officers should ensure that their first aid kit is located in a secure area near them, or in the location that presents the greatest risk of injury or illness such as a laboratory or workshop. First aid kits must not be left in a public area or kitchen, as the contents of the first aid kits are for the sole use of nominated First Aid Officers.

First aid supplies may only be ordered from the Safety & Wellbeing Branch by First Aid Officers. The Order Form for First Aid Supplies lists those items required by law for inclusion in first aid kits. On a biannual basis, the Safety & Wellbeing Branch invites (via e-mail) First Aid Officers to order supplies for their kits. The cost of providing these supplies is incurred by the Safety & Wellbeing Branch and these supplies are delivered via internal mail. In addition, First Aid Officers can obtain small quantities of first aid supplies for their kit outside of these two ordering periods by contacting the Safety & Wellbeing Branch.

Should a First Aid Officer require non-standard items for a first aid kit, a risk assessment must be conducted by the First Aid Officer identifying the need for such items. The Faculty/Unit will bear the responsibility for both the procurement and payment of such non-standard first aid kit items.
First Aid Officers must not dispense or store in first aid kits any type of medication (e.g. headache preparations, painkillers etc.).

---

First Aid signage

First Aid Officers are responsible for posting signs near first aid kits. These signs (such as the *First Aid Officer and Emergency Wardens* posters and the *Hazard Information Posters* displayed outside laboratories and workshops) should indicate the name(s), location(s) and telephone extension number(s) of the nearest First Aid Officer. First aid signs may be obtained from the Safety & Wellbeing Branch.

---

Administration of First Aid

(i) **General measures**

First Aid Officers must:

> never dispense, offer or store headache preparations, painkillers or other medication of any kind in first aid kits
> report all first aid treatments using the Hazard and Incident Reporting Online (HIRO) system
> ensure all accidents and incidents referred to them are reported to the appropriate supervisor/manager for investigation
> notify the Safety & Wellbeing Branch of any deficiencies in the administration of first aid, first aid facilities and equipment
> notify their supervisor and the Safety & Wellbeing Branch of any changes in employment, location or any other matter which may impact on their ability to provide first aid.

(ii) **Safety precautions**

Before, during and after the administration of first aid, First Aid Officers shall take precautions to ensure the health and safety of themselves and others. First Aid Officers shall:

> practice good hygiene, particularly by washing and drying hands before and after providing first aid
> always cover and protect their open cuts or unhealed wounds, especially on the hands
> avoid contact with blood by using disposable gloves whenever possible
> use alcohol swabs to wipe scissors and other instruments before use
> use warm water and a neutral detergent to wipe any surfaces, scissors and other instruments that have come into contact with blood and dry thoroughly.

---

Payment of the first aid allowance

All designated First Aid Officers are paid an allowance (as specified in the Collective Agreements) by the Faculty/Unit nominating the First Aid Officer for training/recertification. First Aid Officers working part-time are paid the allowance on a pro-rata basis.

Following their successful completion of their training/recertification course, First Aid Officers must forward a copy of their Apply First Aid Statement of Attainment to the Safety & Wellbeing Branch to ensure payment of the first aid allowance.
The allowance will be paid for the duration of the staff member’s appointment as a First Aid Officer, with the following exceptions:

> during an absence of four weeks or more on annual leave, sick leave, long service leave, paid exchange or secondment, parental leave, or a professional experience program
> during any absence on leave without pay (including sick leave without pay).

The First Aid Officer must inform responsible party of their plans for absences so that alternative arrangements may be made for coverage in the affected area by another nearby First Aid Officer.

Since the allowance for First Aid Officers is paid by a specific Faculty/Unit, it may not be appropriate for a First Aid Officer to continue in this role if transferred between workplaces. However, the University can still recognise their skills by nominating them as Deputy First Aid Officers, for example. In such instances, such staff members will not receive the first aid allowance.

Contact

Enquiries regarding the University's first aid officer system should be directed to the Safety & Wellbeing Branch on (02) 9514-1102 or via e-mail to safetyandwellbeing@uts.edu.au

Approvals

| EFFECTIVE DATE | 17 May 2012 |
| REVIEW DATE |
| ACCOUNTABLE OFFICER | Director, Human Resources Unit |
| CURRENT INCUMBENT | Jennifer Lacoon |
| IMPLEMENTATION OFFICER | Safety & Wellbeing Manager |
| CURRENT INCUMBENT | Sue Kirk |

Revision/modification history

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Current title</th>
<th>Summary of changes</th>
<th>Approved/rejected</th>
<th>Approval authority</th>
<th>Resolution or file number</th>
</tr>
</thead>
<tbody>
<tr>
<td>23/09/1997</td>
<td>1</td>
<td>First Aid Policy</td>
<td></td>
<td>Approved</td>
<td>Deputy Vice-Chancellor</td>
<td></td>
</tr>
<tr>
<td>14/11/2001</td>
<td>2</td>
<td>First Aid Policy</td>
<td>Modified</td>
<td>Approved</td>
<td>Deputy Vice-Chancellor</td>
<td></td>
</tr>
<tr>
<td>5/11/2008</td>
<td>-</td>
<td>First Aid Policy</td>
<td>Rescinded effective from date of issue of Guidelines.</td>
<td>Approved</td>
<td>Senior Deputy Vice-Chancellor</td>
<td></td>
</tr>
<tr>
<td>19/12/2008</td>
<td>3</td>
<td>First Aid Guidelines</td>
<td>Renamed as Guidelines. Updated</td>
<td>Approved</td>
<td>Director, Human</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Version</td>
<td>Current title</td>
<td>Summary of changes</td>
<td>Approved/rejected</td>
<td>Approval authority</td>
<td>Resolution or file number</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>First Aid Guidelines</td>
<td>Updated to reference new Work Health and Safety Regulation; Safety &amp; Wellbeing branch; updated St John Ambulance course name and added the Hazard and Incident Reporting Online (HIRO) system reference.</td>
<td></td>
<td></td>
<td>Resources</td>
</tr>
</tbody>
</table>