

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 55 – First Aid

1. PURPOSE

This procedure defines requirements for the management and maintenance of first aid systems.

2. MANDATORY REQUIREMENTS

1. A responsible person shall be appointed to implement and monitor the operation of any agreed first aid programs in each Branch.
2. A risk assessment shall be conducted by a competent person who has completed risk analysis techniques training or equivalent to determine the first aid requirements for every Branch/Site taking into consideration ;
 - The location of the place of work,
 - The number of employees at a particular location,
 - The types of injuries or illnesses likely to occur,
 - The type of work being undertaken, and
 - The local legislative requirements.
3. As a minimum, a sufficient First Aid program shall be made available to provide first aid facilities that are adequate for the immediate treatment of injuries or illnesses that may arise at a particular place of work and shall meet local legislative requirements.
4. For sites which employ twenty five (25) persons or more, these sites shall have at least one trained first aid personnel.
5. Where required, trained First Aiders shall be:
 - trained by a recognised training authority in First Aid procedures relevant to the foreseeable injuries or illnesses which may occur in the workplace,
 - re-trained at the intervals required by the recognised training authority to maintain valid certification, and
 - trained to provide specialist treatment where this is required e.g. for electrocutions, exposure to chemicals / hazardous substances etc.
6. Trained First Aiders shall be readily identifiable to all personnel on site.
7. Where required, arrangements shall be established for provision of information and liaison with external medical providers for the treatment of site specific illnesses, injuries (e.g. treatment for exposure to specific hazardous substances) and other more significant injuries and or illnesses.
8. First Aid kits shall be provided for all QSCU workplaces and they shall be clearly identifiable and shall be located to ensure all workgroups have quick access to adequate First Aid supplies and equipment (i.e. portable first aid kits).

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9. As a minimum, First Aid kits shall be provided and equipped in accordance with local legislative requirements and shall take into consideration the outcome of the risk assessment.
10. First Aid kits shall be placed in all company provided vehicles and other company vehicles where required by legislation.
11. The contents of First Aid kits shall comply with the type and quantities as per the requirements of local legislation.
12. The contents of First Aid kits shall be managed by a responsible person and replenished as soon as practicable after use and shall be checked at defined intervals.
13. Where required, First Aid equipment shall be periodically inspected, tested and maintained in accordance with the manufacturer's recommendations.
14. The company shall not supply or distribute analgesics to any staff under any circumstances.
15. All personnel shall receive training in the company's requirements for accessing First Aid treatment.
16. OHS&R training records shall be retained indefinitely.
17. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION