While at work, a worker must:

a) take reasonable care for his or her own health and safety, and

b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and

c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and

d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

ROLE STATEMENT: Assist with the management of campus first aid services

POSITIONS REPORTING TO THIS POSITION:

Occupational First Aid Officer, First Aid Officer

DUTIES:

1. To conduct an induction session for newly appointed First Aid Officers.

2. To coordinate the role and responsibilities of First Aid Officers, including periodic reviews of buildings and areas assigned to each First Aid Officer and the number of First Aid Officers required by that campus, to ensure that Charles Sturt University's obligations and responsibilities are discharged in accordance with WHS Legislation.

3. To ensure that a CSU Accident/Incident Report is completed and submitted for every accident/incident that is attended by SFAO via the online Incident and Hazard Reporting System, SCRIM

4. To be the readily available First Aid Officer for the building(s) and area(s) designated, and to respond immediately to any requests for first aid assistance, and to provide first aid control measures in the event of emergency evacuations that require such actions.

5. To regulate and record the inspection of first aid kits and their locations, and to determine the suitability of first aid materials for inclusion in first aid kits.

6. With assistance from the Division of Human Resources, ensure that current First Aid Certificates are maintained by First Aid Officers and Occupational First Aid Officers, and to coordinate and record their training and refresher courses.

7. As required/requested, advise the H&S Committee on matters pertaining to first aid and to liaise between First Aid Officers and that Committee.

8. With assistance from the Division of Human Resources, assist with maintaining a record of Hepatitis B vaccinations of First Aid Officers.