First Aid Policy

Version 2.1

TRIM file number 07/XXXX

Short description A policy outlining Charles Sturt University’s provision of first aid management services.

Relevant to All employees, students, contractors and visitors.

Approved by This Procedure has been approved by the Executive Director, Division of Human Resources under the Governance (Policy and Procedures) Rule 2005 of the Council and section 20 and 32 of the Act.

Responsible officer Manager, WHS

Responsible office Division of Human Resources

Date introduced 19 December 1996

Date(s) modified 4 July 1997
4 April 2000
29 August 2000
16 January 2002
18 April 2002
13 January 2003
17 March 2003
16 August 2005
5 June 2007
July 2009
1 December 2014

Next scheduled review date March 2015

Related University documents Work Health and Safety Policy

Related legislation Work Health and Safety Act, 2011 (NSW & ACT)
Work Health and Safety Regulations, 2011 (NSW &ACT)
First Aid in the Workplace–Code of Practice- July 2014

Key words Policy, work health and safety, WHS, first aid
1. PURPOSE

This policy outlines Charles Sturt University’s (CSU’s) provision of first aid services.

2. SCOPE

This policy applies to all staff, students, contractors and visitors to CSU.

3. COMMITMENT

CSU is committed to ensuring the health and safety of employees, students, contractors and visitors and shall comply with the provisions of the relevant state or territory legislation in regards to providing first aid services, by implementing a first aid management plan as detailed in this policy.

4. INTERPRETATION

To ensure that the CSU is able to provide quality first aid responses and resources to the actual levels of first aid risk within the organisation at each campus, the following interpretation of the WHS Act (2011) Clause 8 ‘Definitions’, has been made:

**Workplace** means an area or place, vehicle or vessel whether on land or water, where a staff member performs his or her duties on behalf of the University and includes but is not limited to: laboratories, workshops, training rooms, on-site recreational facilities, on field trips, in teaching facilities, in offices, in rural environments and any area of industry operations.

5. FIRST AID APPROACH

CSU will ensure that sufficient quantities of first aid kits and trained first aid officers are available during normal hours of business to provide a prompt and effective response to incidents requiring first aid treatment.

CSU will also ensure that sufficient quantities of first aid kits and trained first aid officers are available in premises outside of the normal hours of business, such as shift work, on-campus student residences, or during organised events, to provide a prompt and effective response to incidents requiring first aid treatment.

6. FIRST AID MANAGEMENT PLAN

The type and location of kits provided in each workplace will be based on the indicated level of need inclusive of situations where entrapment or other factors may require portable kits to be taken to the injured person, rather than the reverse.

The provision of first aid kits and first aid officers will be reviewed annually or more frequently as required.
7. FIRST AID KITS

The type and location of fixed and portable first aid kits will be determined by the level of risk identified within each workplace as per the first aid management plan. The provision of these kits will be the responsibility of the Division of Human Resources with quarterly checking of the contents, and any subsequent replenishment managed through the responsible nominated first aid officer.

8. FIRST AID OFFICERS

8.1 CSU shall ensure staff assigned to the role of First Aid Officer are trained as required, with all training costs covered by the University.

8.2 To cater for employees and student needs outside of normal working hours, CSU shall ensure that all security officers are trained in first aid.

8.3 To cater for student needs in on-campus accommodation, outside of normal working hours, CSU shall ensure that all student residential advisers are trained in first aid.

8.4 CSU will offer vaccination protection to any first aid officer who wishes to accept either or both a Hepatitis A or Hepatitis B vaccination. The cost of such vaccinations requested by first aid officers will be funded by the University through the Division of Human Resources.

8.5 First aid officers shall ensure that a University Accident/Incident Report Form is completed for every incident they attend.

9. FIRST AID ROOMS

CSU will not provide for first aid rooms unless a risk assessment determines that the provision of such a room is in the best interest of first aid service, in which case appropriately trained occupational first aid officers will be provided to cover the operations of such facilities.

10. REST AND RECOVERY ROOMS

CSU will provide for rest and recovery rooms under its health, wellbeing and wellness program, not specifically linked to the provision of first aid other than a trained first aid officer will be available to attend such rooms on request.

11. APPOINTMENTS

Staff who accept the role of first aid officer, will on receipt of their certificate, provide a copy to their Human Resources Office for entering the details into the Human Resources database, to track their currency and renewal dates. A first aid allowance will only be paid on receipt of the current certificate. Payment for training should be made by the individual’s school or unit and funds transfer request made to WHS Unit in Human Resources. A list of first aid officers will be available on the WHS website as well as adjacent to first aid kits to advise of the nearest first aid officers.
12. PROVISION OF RESOURCES

12.1 CSU shall ensure resources for the supply and replenishment of first aid kits are in place and regularly monitored. The monitoring is the responsibility of the all First Aid Officers and must be completed every 3 months. Checks must ensure that no unauthorised stock (i.e. no medication, paracetamol, creams lotions or other products whose sterility cannot be maintained- antiseptic creams) is stored in the kits.

Note: First Aid Officers are not to administer or dispense any medicines including insulin injection devices (Auto Pens), paracetamol or other headache preparations.

12.2 All CSU motor vehicles will be equipped with a first aid kit. Fleet first aid resources will be administered by the Division of Financial Services.

12. FIELD EXCURSIONS

Schools or Units that are required to undertake activities away from their campus are required to assess the first aid needs for each type of excursion or field trip and ensure that sufficient numbers of suitable first aid kits and trained first aid personnel are made available. Further advice can be sought the WHS unit.

13. INDEMNIFICATION

Employees who hold current first aid certificates and who render first aid assistance during the course of their University duties, shall be indemnified by CSU in respect of legal actions taken against them, provided such assistance or lack of assistance is not proven to be the result of wilful negligence.

Staff and student residential advisers who suffer a personal injury or illness, in their role as a first aid officer will be covered by workers’ compensation and rehabilitation processes.

Table of amendments

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date</th>
<th>Short description of amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>04/07/97</td>
<td>Change ‘Personnel’ to ‘Human Resources’</td>
</tr>
<tr>
<td>1.2</td>
<td>04/04/00</td>
<td>Reformat layout, indent paragraphs</td>
</tr>
<tr>
<td>1.3</td>
<td>29/08/00</td>
<td>Change from ‘Director OH&amp;S Unit’ to ‘Human Resources Officer (EH&amp;S)’ in ‘Senior First Aid’ paragraph and change ‘OH&amp;S Unit’ to ‘Human Resources (EH&amp;S)’ in ‘Provision of Resources’ paragraph</td>
</tr>
<tr>
<td>1.4</td>
<td>16/01/02</td>
<td>Change ‘Statutory Requirements’ information to reflect OH&amp;S Act 2000 from previous OH&amp;S Act 1983 and change to OHS Regulation. Also change reference in ‘Appointments’ from F1 para 37 to PER01 para 20(b)</td>
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<tr>
<td>Date</td>
<td>Action</td>
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<tr>
<td>13/01/03</td>
<td>Add (CSU) after full name in ‘Introduction’. Amend the word ‘university’ to start with a capital throughout. Amend name of CSU’s ‘Accident Control and Report Form’ to ‘Accident/Incident Report Form’. Amend OHS (First Aid) Regulation to OHS Regulation (2001). Add ‘(refer to HIV/AIDS and Hepatitis Policy and Staff Vaccination/Inoculation Policy)’ after protection of appointed officers in paragraph titled ‘Provision of Resources’. Remove capital from ‘rehabilitation’ being second last word of policy.</td>
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<tr>
<td>17/03/03</td>
<td>Change title in paragraph titled ‘Senior First Aid Officers’ from ‘Human Resources Officer’ to ‘Human Resources Coordinator’. Add the words ‘to provide overall coverage for the University’ after ‘periodic reviews’ in second paragraph of ‘First Aid Officers’. Add new paragraph titles ‘Periodic Reviews’ after paragraph titled ‘Appointments’.</td>
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<tr>
<td>16/08/05</td>
<td>Change title in paragraph titled ‘Senior First Aid Officers’ from ‘Human Resources Coordinator’ to ‘Manager, EH&amp;S Systems’.</td>
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<tr>
<td>/07/07</td>
<td>Complete reworking of policy. Re-formatted into CSU style.</td>
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<tr>
<td>01/12/14</td>
<td>Review of policy to include current legislative references, update Manager EH&amp;S to Manager WHS.</td>
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