



First Aid Procedure

1. Purpose

The purpose of this procedure is to ensure that immediate, appropriate and adequate first aid treatment is provided for the initial treatment of persons suffering injury or illness. Also:

- To fulfil legislative requirements for the provision of adequate first aid facilities, equipment and personnel.
- Ensure that all First Aid Officers are appropriately qualified and maintain the required qualifications.
- Ensure all workers are aware of the location of first aid provisions and the names of First Aid Officers.
- Ensure that adequate first aid supplies are maintained in the workplace.
- Ensure that all required documentation is kept for the reporting, recording and treatment of any workplace injuries or illnesses requiring first aid.

2. Scope

This document applies to the workplace and workers of ANC. This document outlines first aid facilities in the workplace and the procedure to be followed during a medical emergency or situation requiring first aid.

3. Definitions

ANC

All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.

Worker

Any person who carries out work for ANC. This includes employees, contract carriers, volunteers, trainees/apprentices, work experience students and labour hire companies.

First Aid

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 Aid Officer

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 Qualification

First aiders should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency.

- **Apply First Aid:** *provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance.*
- **Apply Advanced First Aid:** *provides additional competencies required to apply advanced first aid procedures.*

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4. Responsibilities

Only person holding a current first aid qualification are authorised to administer first aid to ill or injured person at ANC.

4.1. Managers and Supervisors

- Documenting and reviewing this procedure
- Ensure that nominated first aid personnel maintain current first aid qualifications
- Ensuring first aid facilities and supplies are adequate according to the types of risks present in ANC operations
- Ensuring first aid supplies are readily available and replenished as required
- Ensuring the identity of first aid officers is displayed in a prominent position in the workplace
- Ensuring First aider details and contact details for medical emergencies are prominently displayed. This list should include:
 - Phone number and address of the nearest GP clinic
 - Phone numbers of all nominated first aid officers
 - '000' for medical emergency

4.2. First Aid Officers

- Providing first aid treatment to workers or visitors within the scope of their qualification.
- Adopting infection control procedures at all times.
- Record details of first aid treatment administered to all injured or ill person by completing a rapid incident report

4.3. Workers

- Adhering to this procedure

5. Procedure

5.1. First Aid Treatment

First Aid Officers must:

- Ensure the safety of themselves and the injured or ill person, ensuring the injury or illness is not made worse.
- Follow standard precautions when attending injured and ill person and managing blood and other body fluid spills. Gloves will be worn at all times when exposed to risk. Where possible, single use disposable sterile items will be used to minimise the risk of cross infection.
- Record all injuries/illnesses by completing a rapid incident report
- Assess the need for outside medical treatment and to arrange appropriate transport.

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5.2. Record Keeping

- First aid officers are responsible for recording the following information in a Rapid Incident Report:
 - The immediate treatment
 - Details about the incident including information about work processes involved
 - Details about the injury or work-related illness
 - Any referral arrangements, e.g. local medical service, ambulance or hospital
 - Subsequent casualty management
- This information may be used to:
 - Identify area likely to give rise to injury or work-related illness and review safety procedures for preventing further problems
 - Identify where first aid facilities and services are most needed
 - Implement safer and healthier work practices
 - Determine the need for education and training programs about safe and healthy work systems and procedures

5.3. Confidentiality of Information

- All personal information relating to a person’s health, medical conditions and treatment will be kept confidential.
- Disclosure of personal information without the person’s written consent is unethical and in some cases may be illegal.
- First aid officers are not permitted to ask health professionals to disclose personal information about the health of a worker, patient or visitor. The release of such information would contravene the professional’s code of ethics.
- **Workers must have access to their first aid records on request.**

6. Related Documents

- Rapid Incident Reports
- Emergency Contact Sheets (site specific)
- First Aiders Lists (site specific)

7. References

- Work Health and Safety Acts
- Work Health and Safety Regulation s
- Code of Practice – First Aid in the Workplace

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