



## STATEWIDE GROUP TRAINING (SA) INC

### FIRST AID PROCEDURE

#### **PURPOSE:**

This policy statement outlines the commitment of Statewide Group Training (SA) Inc (SGT) to ensure that all persons on a SGT site have adequate access to first aid treatment.

#### **SCOPE:**

This policy applies to:

- Board Members
- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub-contractors, and work experience personnel.
- On site, off site or after-hours work; work related social functions; conferences – wherever and whenever staff may be as a result of their SGT duties

#### **PROCEDURE:**

##### **Managers/Supervisors are responsible for.**

- Determining designated first aider requirements
- Ensuring first aiders receive approved training
- Maintaining a stocked first aid kit
- Ensuring appropriate first aid treatment is available in the event of an injury

##### **Workers are responsible for.**

- Ensuring all injuries are reported immediately

##### **First Aid Personnel are responsible for.**

- Checking and informing the PCBU of any items required in the first aid kit
- Reporting any treatments given
- Providing first aid care to the level of their ability and knowledge

**To identify the first aid requirements at a workplace, conduct a risk assessment. To do this, complete the following steps.**

#### **Step 1**

Consult with workers to determine the hazards involved in conducting work at your workplace or by your workers. Look at identified hazards, near miss reports, injuries and any information provided by suppliers/manufacturers of plant or substances.

#### **Step 2**

Consider the size and location of the workplace. If workers work at varied locations the same process will need to provide mobile kits. Injured persons must be able to access first aid personnel and equipment quickly. Consider whether the workplace is isolated or whether ambulance or hospital service is close.



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If a Principal Contractor is in charge of the workplace, then you will need to consult with the Principal and assess the facilities and equipment on site and compare to the risk of the work being undertaken. Determine the additional first aid requirements you will need to ensure that your workers have access to appropriate first aid.

#### Step 3

How many workers are in the area? Do they have any special needs? How many other people may be in the area? (See table below)

If the workplace is consistent draw a map of the location, mark on it where there are hazardous tasks, mark where first aid facilities are located, include the number of persons in the area. Is there adequate coverage?

#### First Aid personnel

The number of first aid personnel will be determined by the risk assessment. Consideration should be given to shift work arrangements and absences to ensure there is always a first aid person available. This may include training one or more workers or making arrangements where another trained person is available to administer first aid. The following numbers are the minimum requirement for first aiders;

Risk level of workplace	Ratio to workers
Low risk	1 : 50
High risk	1 :25
High risk workplaces that do not have timely access to medical and ambulance services	1 :10

The names and locations of all first aid personnel will be displayed on notice boards.

#### First Aider Training

All Designated First Aiders should have appropriate qualifications obtained from a Registered Training Organisation who is accredited to provide the training. Senior first aid (now titled Apply First Aid) and Basic First Aid (Emergency life support or similar) are current for 3 years. Refresher training in CPR should be undertaken annually. First aiders may also need to undertake additional first aid training to respond to specific situations at their workplace.

#### First aid kits

First aid kits are available and located Kitchenette, underneath the sink and are the responsibility of the WHS Officer to maintain.

*Appendix A* can be used as the basis of first aid kits and then additional equipment should be added dependent upon the type of injuries identified. This may include, burns modules, remote modules, outdoor modules as outlined.

#### First aid kits will.

- Contain a list of all contents
- Have a white cross on green background on the outside



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- Be large enough to house the contents and made of material to protect the contents from dust moisture & contamination

#### Location

First aid kits will be kept in a prominent, accessible location and be able to be retrieved promptly. First aid kits will be located close to areas where there is a higher risk of injury or illness. There will be at least one first aid kit on every second floor of multi-story buildings. Emergency floor plans displayed in the workplace will include the location of first aid kits.

#### Mobile First Aid kits

First aid kits maintained in a mobile workplace must be placed so as to not create a risk of a projectile. They must be clearly signed by a sticker determining their location.

#### Care of first aid kits

First aid kits will be restocked and cleaned immediately after use and will be checked for stock levels and expiry dates checked by the first aider responsible on a monthly basis.

#### Pain relief

Pain relief medication such as drugs containing paracetamol and aspirin has the potential to cause adverse health effects. Pain relief will not be administered by a representative of Statewide Group Training (SA) Inc or maintained within first aid kits.

#### Communication

If requiring first aid treatment the first aid personnel will be notified by to go and see the first aider, if they are unable to move a fellow worker will seek out the first aider.

#### Reporting

All injuries must be recorded on a first aid treatment report form or register – irrespective of whether treatment was given. Refer First aid treatment register Where workers are working on a site under the control of another PCBU it may be required to follow their reporting requirements also.

#### General Precautions

The following precautions are to be observed when rendering First Aid.

- Disposable gloves should always be used.
- Hands must be washed after removing gloves.
- Contact with blood is to be avoided if hands or lower arms have open cuts or unhealed wounds.
- If contact with blood occurs, then hands should be washed with liquid soap.
- Disposable gloves should then be put on to wash any other body parts in contact with or splashed by blood.
- All waste material that is contaminated with blood and/or body fluids should be placed in contaminated waste bin for disposal.
- Blood and/or body spills must be cleaned up immediately.





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Crepe bandage 10cm	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape - 2.5cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
Dressing – combine 9x20	1
Plastic Bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90cm)	2
Emergency Rescue Blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Reusable or instant ice pack - choice depending on availability of freezer. (e.g. for treatment of soft tissue injuries and some stings)	1
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5

**Table 2: The Burns Module**

Item	Minimum Quantity
Burn treatment instructions on 2 water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply.	2
Hydro gel (8 Q 3.5 gram sachets)	1
Hydro gel dressings *	2
Clean polythene sheets: - small	2
- medium	2
- large	1
7.5cm cotton conforming bandage	1
<i>* Hydro gel is to be used only if an appropriate water supply is not available; or to place over burn after at least 20 minutes of water- cooling is complete.</i>	

**Table 3 Outdoor Work**

Item	Minimum Quantity
Heavy duty crepe bandage	1
Sting relief cream, gel or spray	1

**Table 4: Remote Work**

Item	Minimum Quantity
Heavy duty crepe bandage 10cm (for snake bite)	1
Large clean sheet (for covering burns)	1
Thermal blanket (treating shock)	1
Whistle (for attracting attention)	
Torch/flashlight	
<i>Any other items as identified by the nature of work and risks associated</i>	