

## FIRST AID PLAN

This plan is to provide guidance to staff on the provision of first aid in our workplace.

We are committed to providing a safe and healthy environment for all staff and the appointment of qualified first aid officers will ensure that anyone on our premises will have access to first aid assistance should an injury or illness occur. In addition to our appointed first aid officers, building security staff are also qualified first aid officers.

Office vehicles, which are used for work purposes, are defined as places of work and are also fitted with first aid kits.

All members of staff have a duty of care, to themselves and others on our premises, to provide assistance when required, to the level of their competence, including calling on expert assistance when necessary as set out in this plan.

### LEGAL OBLIGATIONS AND LIABILITY

The office has a legal obligation to maintain a Register of Injuries and Treatment, the contents of which must be kept for 5 years after the date of the last entry. The 'First Aid Injury Report Form' is available on ADM/65. The form must be completed for the treatment of any person in relation to any injury/incident and forwarded to Personnel within 24 hours.

Staff appointed as first aid officers and who perform first aid duties in the course of their employment are protected by law, should legal action be initiated, provided they act responsibly, with proper motive, within their level of competence and follow established policy and procedure. If, in the absence of the first aid officers, a member of staff provides first aid to a person on our premises in the course of their employment, that staff member is also protected by law as outlined above.

### PROCEDURES

#### 1. First Aid Officers

- The office will appoint a first aid officer to “cover” each of our premises, ie there will be a first aid officer on each of levels 23, 24, and 26.
- Staff appointed as first aid officers must be in a possession of a current first aid certificate irrespective of other medical or nursing qualifications.
- The office is responsible for the training of staff to be appointed as first aid officers and the training will be provided through a nationally recognised first aid training provider.
- Staff will be selected based on their availability to perform the duties of a first aid officer.
- First aid officers must fulfil their responsibilities and maintain their qualifications to continue the appointment.
- First aid certificates are valid for three years and must be renewed prior to the expiry date. Personnel keep diary notes in the CHRIS HR system to arrange refresher courses for first aid officers before their certificates expire.
- A first aid allowance will be paid to staff appointed as first aid officers in accordance with the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2006.

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Related policies:	Occupational Health & Safety; OH&S Strategies and Procedures; Return to Work Program; OH&S Action Plan

## **2. First Aid Officer Responsibilities**

First Aid Officers must:

- provide initial first aid attention when necessary to members of staff and the public whilst on office premises.
- must remain with an injured or ill person until no further treatment or assistance is required, or until the person is handed over to ambulance or other medical personnel, unless the officer's personal safety is at risk.
- recognise their limitations and only administer or carry out duties that have been included in their training.
- ensure a 'First Aid Injury Report Form' is completed for the treatment of any person in relation to any injury/incident and forward the form to Personnel within 24 hours for inclusion in the Injury and Incident Register and so that Personnel can implement necessary follow up action and/or further reporting requirements.
- ensure that any first aid kits under their control are fully stocked in accordance with the requirements of the Occupational Health and Safety Regulation 2001. This includes all car first aid kits, all portable first aid kits and all first aid kits, kept in Personnel, which are temporarily available to staff when working at home on an ad hoc basis.
- conduct monthly audits on the contents of all first aid kits and arrange to replenish supplies when required, as well as provide a copy of the audit reports to Personnel.
- ensure a notice is displayed, on or near any first aid kit they are responsible for, detailing their name, telephone number and work location.
- provide quarterly reports to Personnel on all treatments provided by them and any action/recommendations taken to reduce further incidents.
- record, in the office calendar in Outlook, all days, times and dates that they will be absent from their desk for any purpose including leave, attending meetings and/or training courses.
- advise Personnel by email when they will be absent from the office for more than 5 consecutive days, prior to proceeding on the leave.
- carry their current first aid certificates on them at all times

## **3. Absence of First Aid Officers**

If a first aid officer is not immediately available to administer first aid in an emergency, staff should either:

- take the ill/injured person to the medical centre in the HSBC Centre on Level 1; or
- call an ambulance on 000; or
- call HSBC Security on 9261 5090.

## **4. Staff Awareness**

All staff will be advised of the nature of first aid facilities in the workplace; the location of first aid kits; the names, locations and phone numbers of first aid officers; the procedures when first aid officers are absent and the procedures to be followed when first aid is required.

This instruction will occur when a staff member first becomes employed and when there is a significant change in the personnel and/or work place.

## **5. First Aid Kits**

- There are mobile first aid kits (Type A) located with each first aid officer.
- There are mobile first aid kits (Type C) located in each office vehicle.

- There are 4 mobile first aid kits (Type C) located in Personnel which are loaned to staff who work at home on an ad hoc basis and who do not have a first aid kit in their home.
- First aid kits must be under the control of trained first aid personnel and must always be accessible in case of emergency.
- The name and work location of first aid officers must be clearly marked on the first aid kits.

<b>ITEM REQUIRED</b>	<b>TYPE A</b>	<b>TYPE C</b>
Adhesive plastic dressing strips, sterile, packets of 50	2	1
Adhesive dressing tape, 2.5 cm 5 cm	1	0
Bags, plastic, for amputated part:		
Small	2	1
Medium	2	1
Large	2	0
Dressings, non-adherent, sterile, 7.5 cm 7.5 cm	5	0
Eye pads, sterile	5	0
Gauze bandages:		
5 cm	3	1
10 cm	3	0
Gloves, disposable, single	10	0
Rescue blanket, silver space	1	0
Safety pins, packets	1	1
Scissors, blunt/short nosed, min length 12.5 cm	1	0
Splinter forceps	1	0
Sterile eyewash solution, 10 ml single use ampoules or sachets	12	0
Swabs, prepacked, antiseptic, packs of 10	1	0
Triangular bandages, minimum 90 cm	8	1
Wound dressings, sterile, non-medicated, large	10	1
First-aid pamphlet as approved by WorkCover	1	1

## **6. Staff Working at Home**

- Approval of applications from staff to work at home on a regular basis will be subject to the staff member providing evidence of owning a Type C first aid kit.
- Staff members who work at home on a regular basis are responsible for ensuring they maintain their Type C first aid kits in accordance with the Regulation.
- Approval of applications from staff to work at home on an ad hoc basis will be subject to the staff member either providing evidence of owning a Type C first aid kit, or borrowing one from Personnel and returning it the next working day they are in the office.