

## FIRST AID AND EMERGENCY RESPONSE

### 1. Introduction

First aid is an important component of the University's approach to managing the health and safety of university employees, students, contractors and visitors to the University's workplaces. This bulletin explains the process for managing first aid at the University of Melbourne.

### 2. Key Regulatory Requirements

The *Occupational Health and Safety Act 2004* (Vic) requires employers to provide, so far as is reasonably practicable, a safe working environment and adequate facilities for the welfare of their employees. This includes having appropriate first aid measures in place, including first aid kits and suitably trained first aiders.

*Compliance Code – First Aid in the Workplace*, a code of practice issued by WorkSafe, provides practical guidance on how to comply with employer duties under the law and provide appropriate first aid resources

*National OHS Self Insurer Audit Tool (NAT)*, Criterion 3.11.7 - requires first aid requirements to be assessed and that a first aid system is in place appropriate to the organisation. As a self insurer, the University must be able to demonstrate conformance to this requirement.



### 3. Assessing First Aid Requirements

The University of Melbourne complies with the requirements for first aid in the workplace by undertaking first aid risk assessments. Examples of completed first aid risk assessment templates that have been undertaken are published on the EHS Website for:

- Office Environments
- Field Work
- Laboratory Environments

The First Aid Risk Assessment templates provide a simplified method for local areas to review and assess their local first aid requirements. Local information needs to be added to the relevant First Aid Risk Assessment Template and the local implementation of risk controls undertaken, including the number of trained first aiders to be available in the local work area.

### 4. Specialist First Aid Requirements

Where a local area has additional risks to those identified in the First Aid Risk Assessment Templates, additional risk assessment is required. Specific First Aid Risk Assessments can be included within the First Aid Risk Assessment Form. Additional first aid requirements may include specific risks such as:

- Remote Location First Aid
- Car/Excursion First Aid
- Burns Module
- Eye Module
- Snakebite Module
- Hydrofluoric Acid Module
- Cyanide First Aid
- Oxygen Therapy and Resuscitation Equipment
- Defibrillation Equipment

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## 5. Maintaining First Aid Kits and Equipment

Local first aid equipment and supplies need to be inspected and maintained regularly. The frequency of inspections will vary depending on the outcomes of the First Aid Risk Assessment.

Records of the inspection and maintenance of the kits must be retained.

Maintenance of first aid kits and equipment can be achieved in a number of ways, including:

- as part of the scheduled workplace inspection program undertaken by the members of the inspection team
- use of a dedicated first aid kit and equipment inspection schedule
- use of a contracted first aid kit and/or equipment service provider

First aid kit replenishment supplies are available from:

- Preferred suppliers
  - [Lyreco](#) (Stationery)
  - [School of Chemistry – Chemical Store](#)
- Specialist first aid suppliers include:
  - [St John Ambulance](#)
  - [Livingstone](#)
  - [Trafalgar](#)
  - [Seton](#); or
  - local pharmacy

All first aid kits should be stocked with the [basic first aid kit contents](#). Where specialist first aid requirements exist, additional items or equipment will be required.

The following items should not be included in first aid kits without specific medical advice:

- Analgesics, such as drugs containing paracetamol or aspirin
- Scheduled drugs or poisons i.e. those labelled S1-S9

Supply and replenishment of first aid kits and equipment is a local responsibility and local cost.



## 6. Training for First Aiders

The minimum first aid qualification in the workplace is Senior First Aid (also known as Level 2). This is a nationally recognised certificate with the course code HLTF4402.

First aid risk assessments determine the number of first aiders and the minimal level of training required for each local area.

Additional training is required for many of the Specialist First Aid Requirements (refer to part 4 of this bulletin). First aid training providers offer expert advice on additional training for any identified Specialist First Aid Requirements.

A number of first aid training providers regularly provide training services to the University including:

- [St John Ambulance](#)
- [Red Cross](#)
- [First Aid Training and Management Centre](#).

Some Departments regularly organise for training providers to attend on site to provide first aid training. The training schedules are often advertised in [Staff News](#).

Training of first aiders is a local responsibility and local cost.

## 7. Infection Control & Vaccinations

The University is required to take all reasonable steps to minimise the risk of transmission of infectious disease when First Aid Officers are performing first aid. These risks are managed in two ways:

- Infection control procedures and training
- Immunisation for infectious diseases which are preventable by vaccination

Infection control procedures and training are provided during the first aid training

Vaccinations for First Aid Officers are offered through the Occupational Health Service. The university strongly recommends First Aid Officers receive vaccination for Hepatitis B. Vaccinations for First Aid Officers are a local cost.

## 8. Ambulance and Emergency Medical Services

If an ill or injured person requires medical assistance without delay, then Emergency Services (Ambulance Service) should be called immediately by phoning 000.

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All calls to 000 requiring the attendance of an Emergency Service at a University of Melbourne campus should be followed immediately by contact with local campus security office to ensure the responding emergency service has easy access to the campus. If required security guards will normally be able to assist by directing the responding emergency services to the site of the injured or ill person.

The decision to request an Ambulance response may be made by any person attending to an injured or ill person. These decisions should not be vetoed by others, including the injured or ill person.

Once emergency services have arrived on site an injured or ill person may choose:

- to be assessed and if necessary treated and transported for further medical care by Ambulance services staff
- not to receive the services of attending emergency services or be transported by Ambulance service for further medical care

Regardless of the outcome, an [Incident Report Form](#) must be completed.

All costs associated with Ambulance services in Victoria are the responsibility of the injured or ill person receiving the service. However if an Ambulance is required for a work-related injury or illness, then the costs may be covered by Worker's Compensation. Full details of cost for Ambulance services in Victoria are available from: <http://www.ambulance.vic.gov.au/Ambulance-Victoria/Operations/Transportation-Costs.html>

The University does not ordinarily pay for the cost of Ambulance services for non-work related injuries or illness. Any decision to pay for non-work related Ambulance services is a local cost and the decision to use University funds for this purpose rests with the Head of Department

## 9. Advice for all staff and students

Ensure that you:

- Store In-Case-of-Emergency (ICE) telephone numbers in your mobile phone
- Maintain and update when necessary, current next of kin contact details in the Themis HR or Student System
- Ensure you have appropriate Ambulance service insurance/membership to meet your personal circumstances. Note: University of Melbourne is a Corporate Partner of Ambulance Victoria providing eligible staff to membership with Ambulance Victoria at a discount to the normal subscription cost.
- If applicable carry or wear a medical identification tag, bracelet or card to advise responders (including first aiders) of existing medical conditions

## 10. First Aid Officer Responsibilities

First Aid Officers should:

- consider their own safety and the safety of others prior to providing first aid treatment
- only proceed with first aid treatment when it is safe to do so
- apply infection control procedures provided in First Aid Training
- safely dispose of any waste generated from provision of first aid
- after completing first aid treatment, advise the injured person to complete an Incident Report Form, or complete an Incident Report Form on behalf of the injured person.

## 11. Head of Department/School Responsibilities

The Head of Department/School is required to ensure that staff and students have access to suitable resources, for implementation of the First Aid procedure, including:

- Appointment of sufficient first aiders
- Ensuring that first aiders are appropriately trained
- Ensure first aiders are offered appropriate vaccinations i.e. Hepatitis B
- Ensuring First Aid Risk Assessments are undertaken for the local area
- Ensuring First aid kits and equipment is regularly inspected and maintained.

## 12. Further information and resources

- [Ambulance Victoria](#)
- [Victorian First Aid Compliance Code](#)
- University of Melbourne EHS Manual Procedure: [12.3.New First Aid](#)

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