

### 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.

### 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.

The *Compliance Code – First Aid in the Workplace* (WorkSafe), provides practical guidance on how to comply with employer duties under the law and provide appropriate first aid resources

The *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.

### 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 are published on the University health and safety web site, titled *First aid assessment samples*.

The first aid assessment examples 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 assessment and the local implementation of risk controls undertaken, including the number of trained first aiders to be available in the local work area.

### Specialist first aid requirements

Where a local area has additional first aid requirements as listed in the *First aid assessment samples* an additional risk assessment may be required. Additional first aid requirements may include:

- burns module
- eye module
- snakebite module
- hydrofluoric acid module
- cyanide first aid
- oxygen therapy and resuscitation equipment
- defibrillation equipment

### 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 numerous 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, including special first aid supplies are available from iProcurement.

## Training for first aiders

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

The minimum first aid qualification in the workplace is *Provide first aid* (often referred to as *First aid level 2*). This is a nationally recognised certificate with the course code *HLTAID003*. Annual cardiopulmonary resuscitation training (*Provide cardiopulmonary resuscitation HLTAID001*) is recommended for first aiders who have completed *Provide first aid training*.

Additional training is required for some of the specialist first aid requirements, such as remote first aid (*Provide first aid in remote situations HLTAID005*). First aid training providers offer expert advice on additional training for any identified specialist first aid requirements.

*Provide first aid HLTAID003* and *Provide cardiopulmonary resuscitation HLTAID001* are available through iProcurement. For other specialist first aid training contact the local Health and Safety Business Partner.

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

## Infection control and vaccinations

The University is required to take all reasonable steps to minimise the risk of transmission of infectious disease when first aiders are performing first aid. These risks can be managed by:

- infection control procedures and training, provided during first aid training; and
- immunisation for infectious diseases which are preventable by vaccination.

Vaccinations for first aiders are available through the Occupational Health Service. The University strongly recommends first aiders receive vaccination for Hepatitis B.

Vaccinations for first aiders is a local responsibility and local cost.

## Ambulance and emergency medical services

If an ill or injured person requires medical assistance without delay, then the Emergency Services (Ambulance Service) should be called immediately by phoning (0) 000.

All calls to 000 requiring the attendance of an Emergency Service at a University of Melbourne campus should be followed immediately by calling the 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 Service's personnel; or
- 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 must be completed in the Enterprise Risk Management System (ERMS).



## First aid officer responsibilities

First aiders 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.

## Head of School/Division Responsibilities

The Head of School/Division is required to ensure that staff and students have access to suitable resources, for implementation of first aid assistance, including:

- appointing sufficient first aiders
- ensuring first aiders are appropriately trained
- ensuring first aiders are offered appropriate vaccinations
- ensuring first aid risk assessments are undertaken for the local area
- ensuring first aid kits and equipment are regularly inspected and maintained.

### ADVICE FOR 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. Membership can be obtained directly from Ambulance Victoria.
- If applicable carry or wear a medical identification tag, bracelet or card to advise responders (including first aiders) of existing medical conditions

#### Further information and resources:

- Local [Health and Safety Business Partner](#)
- [Health & Safety: First aid requirements](#)
- [Health & Safety – Establish first aid needs](#)
- [How to order first aid training in iProcurement](#)