

1 PURPOSE

To describe the requirements for the identification, assessment, implementation and maintenance of first aid arrangements including first aid training, first aid procedures, first aid kits, equipment and facilities.

2 SCOPE

This requirement applies to all staff and students at all the University of Melbourne's campuses, workplaces, and each of the University's controlled entities.

3 DEFINITIONS

First aid

First aid in the workplace is the provision of initial health care and basic life support for people who suffer an injury or illness at work. The goals of first aid are to preserve life, alleviate suffering, prevent further illness or injury, and promote recovery.

First aider (first aid officer)

A person who has completed current and appropriate training, which is kept current, and has been nominated by the employer to perform that role in the workplace.

First aid arrangements

Includes:

- first aid needs assessment
- first aid officers and their training requirements
- first aid kit contents, location and maintenance
- first aid rooms
- first aid equipment
- first aid procedures.

First aid facilities

Included first aid rooms, first aid kits, first aid signage and first aid equipment such as Automatic External Defibrillators.

First Aid Medications

Medication that may be made available for use in accordance with a person's individual first aid plan or under direct instruction from a health practitioner or ambulance service. Examples include:

- asthma-relieving inhaler and a spacer to treat asthma attacks
- adrenaline (epinephrine) auto-injector for the treatment of anaphylaxis (Epipen or Anapen)
- dissolvable aspirin (300 mg) for treatment of chest pain.

First aid room

A first aid room is a facility available for provision of first aid as its primary purpose with the following characteristics:

- large enough for its purpose, well-lit and well ventilated
- stocked with first aid kit and first aid equipment in accordance with the outcome of the first aid assessment
- accessible by injured people who may need to be supported or moved by stretcher or wheelchair
- accessible to toilets
- accessible to exit or exit path to support transport by ambulance where necessary
- maintained in accordance with outcome of the first aid assessment.

Provide Basic Emergency Life Support

A first aid course that meets the requirements of a nationally recognised unit of competency, HLTAID010.

Provide First Aid

A first aid course that meets the requirements of a nationally recognised unit of competency, HLTAID011.

This is the minimum competency standard certification for workplace first aid at the University of Melbourne.

Provide advanced resuscitation and oxygen therapy

A first aid course that meets the requirements of the nationally recognised unit of competency, HLTAID015.

Provide First Aid in remote or isolated site

A first aid course that meets the requirements of the nationally recognised unit of competency, HLTAID013.

Provide First Aid in an education and care setting

A first aid course that meets the requirements of the nationally recognised unit of competency, HLTAID012.

4 REQUIREMENTS

4.1 First aid assessments

The Director, Health and Safety shall develop, maintain and publish guidance material for first aid and emergency response, including Health and Safety: First aid assessment form which incorporates the following requirements:

- assessment factors:
 - nature of the hazards and the severity of the risks
 - known occurrences of injuries, illnesses and incidents
 - size and layout of the workplace
 - number of employees and the way work is done
 - location of the workplace
- outcome of assessment
- first aid equipment and facilities required.

The Head of School/Division shall ensure the provision of appropriate first aid procedures, facilities, number of first aiders with sufficient level of competency required for:

- area(s) in buildings occupied by the School/Division
- each laboratory, workshop, art studio, performing arts space or commercial kitchen

- farms
- off-campus and field work activities.

The Head of School/Division shall ensure that the supervisor determines the appropriate first aid facilities, the level of competency for first aiders and the number of first aiders required by:

- completing a first aid assessment and applying the assessed recommendations; or
- applying the requirements from generic first aid assessments.

4.2 Specific hazards

The Head of School/Division shall ensure that supervisors include any additional first aid requirements as specified in a Safety Data Sheet or where there is an increased risk of exposure. Examples where additional first aid requirements may exist include, the presence of:

- hydrofluoric acid, sodium cyanide, highly toxic or corrosive chemicals
- persons with asthma or anaphylaxis animals and insects (bites and stings)
- biological agents that require specific response
- sources heat, cold or chemical burns.

4.3 Specialist first aid equipment and medications – local access

The Head of School/Division shall ensure that supervisors include access to specialist equipment required to provide first aid in accordance with the outcome of the first aid assessment. Examples of specialist first aid equipment include:

- emergency shower and eyewash facilities
- automatic external defibrillators (AEDs)
- first aid room
- first aid medications.

4.4 Maintaining first aid kits, equipment and facilities

The Director, Health and Safety shall develop and publish a content list for a standard first aid kit at the University of Melbourne.

The supervisor shall ensure that locally first aid kits, equipment and facilities are regularly maintained, and consumables replenished.

4.5 Specialist first aid equipment and medications – university wide access

The Director, Health and Safety shall undertake an assessment for access to specialist first aid equipment for each campus, including:

- automated external defibrillators (AED) at each of the University's campuses.
- first aid medications.

The assessment will consider the following for the access to specialist first aid equipment and medications:

- determining the locations
- identification and access
- scheduled maintenance, and

- information, instruction, or training required.

The Director, Health and Safety shall publish and maintain the locations of the University-wide specialist first aid equipment on the University's campuses. The Director, Health and Safety shall publish and maintain other relevant documents as required.

4.6 Selection of first aiders

The supervisor should consider the following desirable qualities when selecting first aiders:

- a genuine concern for people
- an ability to respect confidences
- a commitment to health and safety principles
- an ability to recognise the limitations of first aid, and
- a willingness to receive appropriate vaccinations, i.e. Hepatitis B.

4.7 First aiders and training

The Head of School/Division shall ensure that first aiders receive training to the competency level determined by the first aid assessment.

The Head of School/Division shall ensure that first aid training for all first aiders within the School/Division is recorded, including:

- date of training
- course name (level of competency), and
- date of expiry (if not three years after the date of training).

The Manager, Physical Security shall ensure security guards engaged at the University are trained to a minimum competency of HLTAID011.

4.8 Provision of First Aid Treatment

First aiders should consider their own safety and the safety of others prior to providing first aid treatment. The first aider should only proceed with first aid treatment when it is safe to do so.

After completing first aid treatment, the first aider should advise the injured person to complete an Incident Report, or complete an Incident Report on behalf of the injured person.

5 REFERENCES

Occupational Health and Safety Act 2004 (Vic)

Compliance Code - First aid in the workplace (Vic)

6 RESPONSIBILITIES

- Head of School/Division
- Director, Health and Safety
- Supervisor
- Manager, Physical Security

- First aid officers

7 ASSOCIATED DOCUMENTATION

7.1 Processes

[Health & Safety – Establish first aid needs](#)

[Health & Safety – Maintain a defibrillator \(AED\)](#)

[Health & Safety – Maintain a first aid kit](#)

7.2 Forms

[Health & Safety: Basic first aid kit contents](#)

[Health & Safety: Emergency contacts poster](#)

[Health & Safety: First aid assessment form](#)

7.3 Guidance

[Safety Bulletin: First aid and emergency response](#)

[Health & Safety: First aid assessment samples](#)

[Standard Operating Procedure: Automated external defibrillator \(AED\)](#)

[Health & Safety: Automated external defibrillators: campus locations](#)