

1 PURPOSE

To describe the requirements for the identification, assessment, implementation and maintenance of first aid requirements, including:

- first aid training; and
- first aid kits and facilities.

2 SCOPE

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

3 DEFINITIONS

First aid

The provision of emergency treatment and life support for people suffering injury or illness. It aims to:

- preserve life
- promote recovery
- prevent the injury or illness becoming worse

First aider

A suitably qualified person nominated by the manager/supervisor to administer first aid in the workplace. All first aiders must hold a current certificate of competency in first aid (or relevant first aid competencies such as medical practitioner, nurse, paramedical).

First aid facilities

Includes first aid kit and contents, first aid rooms and associated first aid equipment.

First aid: Basic first aid (level 1)

A first aid course that meets the requirements of a nationally recognised unit of competency, HLTAID002 – Provide basic emergency life support.

First aid: Senior first aid (level 2)

A first aid course, that meets the requirements of a nationally recognised unit of competency, HLTAID003 – Apply First Aid.

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

First aid: Advanced resuscitation

A first aid course, that meets the requirements of the nationally recognised unit of competency, HLTAID007 – Provide Advanced Resuscitation.

4 REQUIREMENTS

4.1 First aid assessments

The Associate Director, Health & Safety shall develop and maintain guidance material for first aid and emergency response including:

- [Safety Bulletin: First aid and emergency response](#)
- [Health & Safety: First aid assessment samples](#)

The Associate Director, Health & Safety shall develop and publish a [Health & Safety: First aid assessment form](#) which incorporates the following requirements:

- assessment factors:
 - nature of hazards and severity of risk;
 - known injuries, illnesses and incidents;
 - location, size and layout of the workplace;
 - number and distribution of staff, students and other personnel;
- outcome of assessment;
- first aid facilities required (including signage).

The Head of School/Division shall ensure the provision of appropriate first aid 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 or commercial kitchen
- farms and field work activities

The Head of School/Division shall ensure that the supervisor/manager 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 using the First Aid Assessment Form 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/managers include any additional first aid requirements as specified in a Safety Data Sheet. Examples of where additional first aid requirements exist include:

- hydrofluoric acid
- sodium cyanide
- highly toxic chemicals
- corrosive chemicals

4.3 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 HLTAID003.

4.4 Maintaining first aid kits

The Associate Director, Health & Safety shall develop and publish a contents list for a standard first aid kit.

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

The supervisor/manager shall ensure that:

- first aid kits are regularly maintained and replenished; and
- scheduled drugs or re-usable sharps are not included in first aid kits.

4.5 Selection of first aiders

The supervisor/manager 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.

4.6 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 Form, or complete an Incident Report Form on behalf of the injured person.

4.7 Defibrillators

The Associate Director, Health and Safety shall ensure the provision of automated external defibrillators (AED) throughout the Parkville campus and other campuses as required. This will include:

- determining the location of the AEDs;
- ensuring adequate identification and access of the AEDs; and
- providing scheduled maintenance of the AEDs.

The Associate Director, Health & Safety shall publish and maintain the locations of the AEDs on the Parkville campus. The Associate Director, Health & Safety shall publish and maintain other relevant documents as required.

Where the Associate Director, Health & Safety has not provided an AED, the Head of School/Division can purchase and maintain an AED. The Head of School/Division shall:

- determine the location of the AEDs;
- ensure adequate identification and access of the AEDs; and
- provide scheduled maintenance of the AEDs.

5 REFERENCES

Occupational Health and Safety Act 2004 (Vic)

Compliance Code. First aid in the workplace (Vic)

6 RESPONSIBILITIES

Head of School/Division

Associate Director, Health & Safety

Supervisor/Manager

Manager, Physical Security

First aiders

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](#)