

1 PURPOSE

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

2 SCOPE

This requirement applies to all employees and students at all the University of Melbourne's campuses 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 and first aid equipment such as AED.

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. This module includes bleeding control training competency.

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. This module includes advanced bleeding control content.

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

- assessment factors:
 - The nature of the hazards and the severity of the risks
 - Known occurrences of injuries, illnesses and incidents
 - Size and layout of the workplace
 - The number of employees and the way work is done
 - Location of the workplace
- outcome of assessment;
- first aid facilities required (including signage).

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 or commercial kitchen¹
- 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 using the First Aid Assessment Form and applying the assessed recommendations;
or
- applying the requirements from generic first aid assessments.

¹ Areas including laboratories, workshops, art studios and commercial kitchens may be grouped for first aid assessments.
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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 of where additional first aid requirements exist include:

- hydrofluoric acid
- sodium cyanide
- highly toxic chemicals
- corrosive chemicals
- Asthma
- Anaphylaxis
- Animal or insect bites
- Burns

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

4.4 Maintaining first aid kits

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

The supervisor 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 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 (AEDs)

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

Where the 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.

4.8 Medications in First Aid Kits

The Head of School/Division may consider including asthma-relieving inhaler and a spacer to treat asthma attacks and adrenaline (epinephrine) auto-injector for the treatment of anaphylaxis (commonly known as an EpiPen). These should be stored according to the manufacturers' instructions and be replaced when they reach their expiry date.

No personal medicines should be stored in first aid kits.

4.9 First Aid Rooms

The Head of School/Division needs to determine whether a first aid room is needed in their workplace, having regard to the outcome of the risk assessment.

Where a first aid room is provided, it needs to be:

- available for provision of first aid as its primary purpose
- large enough for its purpose
- well-lit and well ventilated
- easily accessible by injured people who may need to be supported or moved by stretcher or wheelchair and have easy access to toilets
- near an exit so that an injured person may be removed quickly by ambulance where necessary.

Each first aid room (and its contents) needs to be under the control of a first aid officer who has the appropriate skills and knowledge.

Additional first aid kit modules and other items or equipment need to be provided for the first aid room if required by the risk assessment.

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 & Safety
- Supervisor
- Manager, Physical Security
- First aid officers

7 ASSOCIATED DOCUMENTATION

7.1 Forms

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

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

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

7.2 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](#)