

Health and Safety

First Aid Assessment Samples



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| **How to use the first aid assessments in this guide**1. Select the first aid assessment that you intend to use – ensure that you copy the assessment from the title banner to the last row in table 3.
2. Copy your selection.
3. Open a new blank Word document.
4. In Page Setup change the margin sizes as indicated in *figure 1* and change the header and footer distances as indicated in *figure 2*.
5. Copy your selection to the new blank document.

**Note: You will need to add a new footer for document control as per your local area requirements.** |



 **Figure 1: Margin sizes Figure 2: Header and footer distances**

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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet FilesContent.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | first aid assessmentART STUDIO |

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| --- |
| Use this form in conjunction with the process Health & Safety: First aid requirements*.*See: <https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf>This is a generic first aid risk assessment that includes assessment factors that are common to art studios at the University. You should add or edit information in Sections 1 to 2 specific to your area where required.For an art studio, you can use either:* this generic risk assessment, which means you will adopt the first aid requirements listed in Section 3; or
* a blank *First aid assessment* form to determine custom first aid requirements.

For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts). |

# assessment factors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location Name: |       | Building No: |       | Date: |       |
| Assessed by: |       |
| HSR/Employee Rep: |       |

| nature of hazards and severity of risk |
| --- |
| HazardsList known hazards/risks | DescriptionDescribe the hazard |
| Manual handling | Tins of paint, art media, supplies, awkward shapes |
| Plant and equipment | Printer rollers – manually operated, entrapment |
| Chemicals | Art paints, spray cans, glues, other art media |
| Housekeeping | Electrical leads poorly placed (trip hazard), spilt chemicals |
| Hand tools | Knives, scissors |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

| known injuries, illnesses and incidents |
| --- |
| Incidents resulting in injuryList the injuries that have occurred in the area | DescriptionProvide a brief description of how they occurred |
| Sprains/strains | Sustained static postures, lifting awkward/unbalanced objects, operating equipment |
| Cuts and abrasions | Laceration from knives |
| Chemical burns | Spilled chemical, spray cans |
| Electric shock | Faulty equipment, damaged power cables |
| Fractures | Slipping on spilt chemicals |
| Respiratory tract difficulties | Chemical fumes |
|       |       |
| Incidents not resulting in injuryList incidents that have occurred in the area that could have resulted in injury but did not | DescriptionProvide a brief description of the incident |
|       |       |
|       |       |
|       |       |
|       |       |

| location, size and layout of the workplace |
| --- |
| Item | DetailProvide details |
| Maximum distance to first aid kit |       |
| Number of floors |       |
| Access between floors |       |
| Nearest hospital |       |
| Nearest doctor/medical service |       |
| Nearest emergency shower/eyewash |       |

| number and distribution of staff |
| --- |
| Item | DetailProvide details |
| Number of staff |       |
| Primary working hours |       |
| Overtime worked |       |
| Staff working in isolation |       |
| Other |       |

# outcome of assessment

| Outcome |
| --- |
| Item | DescriptionBriefly provide a description based on the information obtained from the assessment |
| People exposed |       |
| Injuries/adverse outcomes that may occur | Chemical burns, inhalation, lacerations, sprains/strains |
| Risk controls | Risk assessments, signage, information & training, supervision, SDS |
| Level of Risk | High risk work location |
| Other |       |

# first aid facilities required

| facilities |
| --- |
| Facilities/Resources | DetailProvide details of the required facilities/resources |
| Number of first aiders | 1 first aid officers for up to 25 employees2 first aid officers per 26-50 employees3 first aid officers per 51-100 employees1 additional first aid officer for every 50 additional employees*Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code.* |
| Competencies of first aiders | Provide First Aid (HLTAID011) |
| Number and location of first aid kits | 1 first aid kit for up to 25 employees2 first aid kits per 26-50 employees3 first aid kits per 51-100 employees1 additional first aid kit for every 50 additional employees *Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code.* |
| Contents of first aid kits | [Basic first aid kit contents](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4587154/first-aid-kit-basic-contents.docx) |
| Additional/specialist first aid equipment access: |       |
| Specialist Equipment:* Automated external **defibrillator** (AED)
* Adrenaline (epinephrine) auto-injector
* Salbutamol (Ventolin)
* Dissolvable aspirin
 | Available at Parkville, Burnley, Creswick, Dookie, Southbank, Shepparton and Werribee Campuses.      |
| Specialist modules (eg burns, bites, eye, HF) | Burns module |
| Emergency eyewash station or eyewash bottle | Required where corrosive chemicals are in use and/or stated on the SDS |
| Emergency shower | Required where corrosive chemicals are in use and/or stated on the SDS |
| First aid room | For more than 100 staff a first aid room is required |
| Provision of first aid information in languages other than English | Nil – English competency required for all staff and students who do not have English as a first language |
| Other |       |

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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet FilesContent.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | first aid assessmentCOMMERCIAL KITCHEN |

|  |
| --- |
| Use this form in conjunction with the process Health & Safety: First aid requirements*.*See: <https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf>This is a generic first aid risk assessment that includes assessment factors that are common to commercial kitchens at the University. You should add or edit information in Sections 1 to 2 specific to your area where required.For a commercial kitchen, you can use either:* this generic risk assessment, which means you will adopt the first aid requirements listed in Section 3; or
* a blank *First aid assessment* form to determine custom first aid requirements.

For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts) |

# assessment factors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location Name: |       | Building No: |       | Date: |       |
| Assessed by: |       |
| HSR/Employee Rep: |       |

| nature of hazards and severity of risk |
| --- |
| HazardsList known hazards/risks | DescriptionDescribe the hazard |
| Manual handling | Lifting and moving boxes, food, supplies |
| Plant and equipment | Industrial dish washer, oven, stove top, pasta maker, dough mixer, meat slicers |
| Chemicals | Dishwashing liquid, oven cleaner |
| Housekeeping | Electrical leads poorly placed, liquid and food spills. |
| Cooking utensils | Knives, grater, peeler |
|       |       |
|       |       |
|       |       |

| known injuries, illnesses and incidents |
| --- |
| Incidents resulting in injuryList the injuries that have occurred in the area | DescriptionProvide a brief description of how they occurred |
| Sprains/strains | Lifting food supplies and setting up work |
| Cuts and abrasions | Cut on meat slicer, sharp knives whilst slicing food |
| Degloving, amputation | Entrapment/entanglement (eg fingers/hands caught in dough maker) |
| Burns | Hot oil, Hot surfaces – oven door, stove top |
| Fractures | Tripping/slipping on spilled food/fluid |
|       |       |
| Incidents not resulting in injuryList incidents that have occurred in the area that could have resulted in injury but did not | DescriptionProvide a brief description of the incident |
|       |       |
|       |       |

| location, size and layout of the workplace |
| --- |
| Item | DetailProvide details |
| Maximum distance to first aid kit |       |
| Number of floors |       |
| Access between floors |       |
| Nearest hospital |       |
| Nearest doctor/medical service |       |
| Nearest emergency shower/eyewash |       |

| number and distribution of staff |
| --- |
| Item | DetailProvide details |
| Number of staff |       |
| Primary working hours |       |
| Overtime worked |       |
| Staff working in isolation |       |
| Other |       |

# outcome of assessment

| Outcome |
| --- |
| Item | DescriptionBriefly provide a description based on the information obtained from the assessment |
| People exposed |       |
| Injuries/adverse outcomes that may occur | Burns, lacerations, fractures, sprains/strains |
| Risk controls | Risk assessments, signage, information and training, supervision, restricted access |
| Level of Risk | High risk work location |
| Other |       |

# first aid facilities required

| facilities |
| --- |
| Facilities/Resources | DetailProvide details of the required facilities/resources |
| Number of first aiders | 1 first aid officers for up to 25 employees2 first aid officers per 26-50 employees3 first aid officers per 51-100 employees1 additional first aid officer for every 50 additional employees*Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Competencies of first aiders | Provide First Aid (HLTAID011) |
| Number and location of first aid kits | 1 first aid kit for up to 25 employees2 first aid kits per 26-50 employees3 first aid kits per 51-100 employees1 additional first aid kit for every 50 additional employees *Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Contents of first aid kits | [Basic first aid kit contents](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4587154/first-aid-kit-basic-contents.docx) |
| Additional/specialist first aid equipment access: |       |
| Specialist Equipment:* Automated external **defibrillator** (AED)
* Adrenaline (epinephrine) auto-injector
* Salbutamol (ventolin)
* Dissolvable aspirin
 | Available at Parkville, Burnley, Creswick, Dookie, Southbank, Shepparton & Werribee Campuses      |
| Specialist modules (eg burns, bites, eye, HF) | Burns moduleEye module |
| Emergency eyewash station or eyewash bottle | Required where corrosive chemicals are in use and/or stated on the SDS |
| Emergency shower | Required where corrosive chemicals are in use and/or stated on the SDS |
| First aid room | For more than 100 staff a first aid room is required |
| Provision of first aid information in languages other than English | Nil – English competency required for all staff and students who do not have English as a first language |

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|  |
| --- |
| Use this form in conjunction with the process Health & Safety: First aid requirements*.*See: <https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf>This is a generic first aid risk assessment that includes assessment factors that are common to a farm (rural environment) at the University. You should add or edit information in Sections 1 to 2 specific to your area where required.For a farm, you can use either:* this generic risk assessment, which means you will adopt the first aid requirements listed in Section 3; or
* a blank *First aid assessment* form to determine custom first aid requirements.

For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts) |

# assessment factors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location Name: |       | Building No: |       | Date: |       |
| Assessed by: |       |
| HSR/Employee Rep: |       |

| nature of hazards and severity of risk |
| --- |
| HazardsList known hazards/risks | DescriptionDescribe the hazard |
| Manual handling | Lifting and moving materials and equipment, handling live animals |
| Plant and equipment | Mobile plant – tractor, workshop plant – grinder, lathe |
| Chemicals | Pesticides, herbicides, fertilizer, diesel, paint, thinners |
| Outside environment | Weather conditions, uneven terrain, snake bites |
|       |       |
|       |       |
|       |       |

| known injuries, illnesses and incidents |
| --- |
| Incidents resulting in injuryList the injuries that have occurred in the area | DescriptionProvide a brief description of how they occurred |
| Sprains/strains | Lifting materials and setting up work. Handling live animals |
| Cuts and abrasions | Sharp edges on materials |
| Degloving, amputation | Entrapment/entanglement (eg fingers/hands caught in equipment) |
| Burns (also chemical) | Hot welds, hot metal, chemicals on skin/in eyes, sun burn |
| Fractures | Tripping/slipping over |
| Electric shock | Faulty electrical equipment, damaged power cables |
| Respiratory tract difficulties |       |
| Foreign bodies | Splinters, projectiles in eyes – swarf, insects flying into eyes |
|       |       |
| Incidents not resulting in injuryList incidents that have occurred in the area that could have resulted in injury but did not | DescriptionProvide a brief description of the incident |
| Leaking cylinder (oxy-acetylene) | Possible inhalation of gases, fire and explosion |
| Plant failure | Brakes fail on a tractor |

| location, size and layout of the workplace |
| --- |
| Item | DetailProvide details |
| Maximum distance to first aid kit |       |
| Number of floors |       |
| Access between floors |       |
| Nearest hospital | Rural location – hospital > 1 hour’s drive |
| Nearest doctor/medical service | Rural location – hospital > 1 hour’s drive |
| Nearest emergency shower/eyewash |       |

| number and distribution of staff |
| --- |
| Item | DetailProvide details |
| Number of staff |       |
| Primary working hours |       |
| Overtime worked |       |
| Staff working in isolation |       |
| Other |       |

# outcome of assessment

| Outcome |
| --- |
| Item | DescriptionBriefly provide a description based on the information obtained from the assessment |
| People exposed |       |
| Injuries/adverse outcomes that may occur | Burns, lacerations, amputation, foreign bodies, fractures, bites |
| Risk controls | Risk assessments, signage, information and training, supervision, restricted access |
| Level of Risk | High risk work location |
| Other |       |

# first aid facilities required

| facilities |
| --- |
| Facilities/Resources | DetailProvide details of the required facilities/resources |
| Number of first aiders | 1 first aid officers for up to 25 employees2 first aid officers per 26-50 employees3 first aid officers per 51-100 employees1 additional first aid officer for every 50 additional employees*Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Competencies of first aiders | Provide First Aid (HLTAID011) |
| Number and location of first aid kits | 1 first aid kit for up to 25 employees2 first aid kits per 26-50 employees3 first aid kits per 51-100 employees1 additional first aid kit for every 50 additional employees *Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Contents of first aid kits | Basic first aid kit contents |
| Automated external **defibrillator** (AED) | Remote, man down alarm, system for working in isolation may be more appropriate |
| Additional/specialist first aid equipment access: |       |
| Specialist Equipment:* Automated external **defibrillator** (AED)
* Adrenaline (epinephrine) auto-injector
* Salbutamol (ventolin)
* Dissolvable aspirin
 | Available at Parkville, Burnley, Creswick, Dookie, Southbank, Shepparton & Werribee Campuses      |
| Specialist modules:* Burns
* Bites
* Eye
* Hydrofluric Acid
 | Burns module Eye moduleSnakebite module      |
| Emergency eyewash station or eyewash bottle | Required where corrosive chemicals are in use and/or stated on the SDS |
| Emergency shower | Required where corrosive chemicals are in use and/or stated on the SDS |
| First aid room | For more than 100 staff a first aid room is required |
| Provision of first aid information in languages other than English | Nil – English competency required for all staff and students who do not have English as a first language |
| Other |       |

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|  |
| --- |
| Use this form in conjunction with the process Health & Safety: First aid requirements*.*See: <https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf>This is a generic first aid risk assessment that includes assessment factors that are common to a laboratory at the University. You should add or edit information in Sections 1 to 2 specific to your area where required.For a farm, you can use either:* this generic risk assessment, which means you will adopt the first aid requirements listed in Section 3; or
* a blank *First aid assessment* form to determine custom first aid requirements.

For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts) |

# assessment factors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location Name: |       | Building No: |       | Date: |       |
| Assessed by: |       |
| HSR/Employee Rep: |       |

| nature of hazards and severity of risk |
| --- |
| HazardsList known hazards/risks | DescriptionDescribe the hazard |
| Manual handling | Lifting drums, decanting, static postures, pipetting |
| Plant and equipment | Centrifuge, glass washer, incubator, orbital shaker, orbital mixer, incubator |
| Non-ionising/ionising radiation | UV light source, radioisotope, microwave, laser |
| Chemicals | Polyaromatic hydrocarbons, alcohols, esters, alkalines, acids, chlorinated hydrocarbons |
| Housekeeping | Electrical leads poorly placed (trip hazard), spilt chemicals |
| Electrical | Microscope |
| Biological | Body fluids, cultures, animal tissues, bacterium, viruses |
| Sharps | Needles, scalpel blades |
|       |       |
|  | [Example of a risk register for biological laboratories](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4586956/health-and-safety-risk-register-example-biological-laboratory.docx) |
|  | [Example of a risk register for chemical laboratories](https://safety.unimelb.edu.au/__data/assets/word_doc/0008/4586957/health-and-safety-risk-register-example-chemical-laboratory.docx) |

| known injuries, illnesses and incidents |
| --- |
| Incidents resulting in injuryList the injuries that have occurred in the area | DescriptionProvide a brief description of how they occurred |
| Sprains/strains | Sustained static postures (eg looking down a microscope) |
| Cuts and abrasions | Broken glassware, sharps injury |
| Chemical burns | Spilled chemical, chemical released under pressure |
| Infection | Contact with biological contaminant, sharps injury |
| Electric shock | Faulty electrical equipment, damaged power cables |
| Respiratory tract difficulties | Chemical fumes |
|       |       |
| Incidents not resulting in injuryList incidents that have occurred in the area that could have resulted in injury but did not | DescriptionProvide a brief description of the incident |
| Leaking cylinder (nitrogen) | Deoxygenating of room |
| Ruptured glassware | Buildup of pressure inside glassware |

| location, size and layout of the workplace |
| --- |
| Item | DetailProvide details |
| Maximum distance to first aid kit |       |
| Number of floors |       |
| Access between floors |       |
| Nearest hospital |       |
| Nearest doctor/medical service |       |
| Nearest emergency shower/eyewash |       |

| number and distribution of staff |
| --- |
| Item | DetailProvide details |
| Number of staff |       |
| Primary working hours |       |
| Overtime worked |       |
| Staff working in isolation |       |
| Other |       |

# outcome of assessment

| Outcome |
| --- |
| Item | DescriptionBriefly provide a description based on the information obtained from the assessment |
| People exposed |       |
| Injuries/adverse outcomes that may occur |       |
| Risk controls | Risk assessments, signage, information & training, supervision, restricted access, SDS, emergency shower/eyewash |
| Level of Risk | High risk work location |
| Other |       |

# first aid facilities required

| facilities |
| --- |
| Facilities/Resources | DetailProvide details of the required facilities/resources |
| Number of first aiders | 1 first aid officers for up to 25 employees2 first aid officers per 26-50 employees3 first aid officers per 51-100 employees1 additional first aid officer for every 50 additional employees*Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Competencies of first aiders | Provide First Aid (HLTAID011) |
| Number and location of first aid kits | 1 first aid kit for up to 25 employees2 first aid kits per 26-50 employees3 first aid kits per 51-100 employees1 additional first aid kit for every 50 additional employees *Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Contents of first aid kits | [Basic first aid kit contents](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4587154/first-aid-kit-basic-contents.docx) |
| Additional/specialist first aid equipment access: |       |
| Specialist Equipment:* Automated external **defibrillator** (AED)
* Adrenaline (epinephrine) auto-injector
* Salbutamol (Ventolin)
* Dissolvable aspirin
 | Available at Parkville, Burnley, Creswick, Dookie, Southbank, Shepparton and Werribee Campuses      |
| Specialist modules:* burns
* bites/stings
* eye
* hydrofluoric acid response
 | Required where* corrosive chemicals are in use and/or stated on the SDS
* heat, cold of chemical burn risk is present

      |
| Biological agents | Review first aid response required for exposure |
| Emergency eyewash station or eyewash bottle |       |
| Emergency shower |       |
| First aid room | For more than 100 staff a first aid room is required |
| Provision of first aid information in languages other than English | Nil – English competency required for all staff and students who do not have English as a first language |
| Other |       |

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| Use this form in conjunction with the process Health & Safety: First aid requirements*.*See: <https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf>This is a generic first aid risk assessment that includes assessment factors that are common to an office at the University. You should add or edit information in Sections 1 to 2 specific to your area where required.For an office, you can use either:* this generic risk assessment, which means you will adopt the first aid requirements listed in Section 3; or
* a blank *First aid assessment* form to determine custom first aid requirements.

For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts) |

# assessment factors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location Name: |       | Building No: |       | Date: |       |
| Assessed by: |       |
| HSR/Employee Rep: |       |

| nature of hazards and severity of risk |
| --- |
| HazardsList known hazards/risks | DescriptionDescribe the hazard |
| Manual handling | Filing, lifting stationery, carrying files, opening cupboards/drawers |
| Ergonomic | Data entry, long periods of time sitting at work station |
| Plant and equipment | Photocopier/printer, shredder, fax machine, kitchen facilities – kettle, microwave |
| Chemicals | Toner (eg photocopier), dishwashing liquid |
| Office furniture | Chairs, shelving, compactors, filing cabinets, step ladders/platforms |
| Housekeeping | Water/liquid on floor, electrical leads poorly placed (trip hazard) |
| Electrical | Electrical equipment (computer, photocopier) power cables |
|       |       |
|  | [Example of a risk register for office based activities](https://safety.unimelb.edu.au/__data/assets/word_doc/0012/4586952/health-and-safety-risk-register-example-office.docx) |

| known injuries, illnesses and incidents |
| --- |
| Incidents resulting in injuryList the injuries that have occurred in the area | DescriptionProvide a brief description of how they occurred |
| Sprains/strains | Lifting and filing on shelves, chair wheeling away from under staff |
| Cuts | Sharp edges, kitchen knife |
| Abrasions | Knocking against office furniture |
| Burns | Boiling water from urn/kettle |
| Fractures | Tripping/slipping over, falling down stairs |
| Electric shock | Faulty electrical equipment, damaged power cable |
|       |       |
| Incidents not resulting in injuryList incidents that have occurred in the area that could have resulted in injury but did not | DescriptionProvide a brief description of the incident |
| Broken light fittings | Broken glass, trip hazards |
| Broken furniture | Castor comes off chair, drawer will not close properly |
|       |       |
|       |       |

| location, size and layout of the workplace |
| --- |
| Item | DetailProvide details |
| Maximum distance to first aid kit |       |
| Number of floors |       |
| Access between floors |       |
| Nearest hospital |       |
| Nearest doctor/medical service |       |
| Nearest emergency shower/eyewash |       |
| Other |       |

| number and distribution of staff |
| --- |
| Item | DetailProvide details |
| Number of staff |       |
| Primary working hours |       |
| Overtime worked |       |
| Staff working in isolation |       |
| Other |       |

# outcome of assessment

| Outcome |
| --- |
| Item | DescriptionBriefly provide a description based on the information obtained from the assessment |
| People exposed |       |
| Injuries/adverse outcomes that may occur | Sprains/strains, cuts, abrasions, contusions, fractures |
| Risk controls | Risk assessments, signage, information and training, supervision |
| Level of Risk | Low risk work location |
| Other |       |

# first aid facilities required

| facilities |
| --- |
| Facilities/Resources | DetailProvide details of the required facilities/resources |
| Number of first aiders | 1 first aid officers for 10-50 employees2 first aid officers per 51-100 employees3 first aid officers per 101-200 employees1 additional first aid officer for every 100 additional employees*Source: Low-risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Competencies of first aiders | Provide First Aid (HLTAID011) |
| Number and location of first aid kits | 1 first aid kit per 1-50 employees2 first aid kits per 51-100 employees3 first aid kits per 101-150 employees4 first aid kits per 151-200 employees 1 additional first aid kit for every 100 additional employees *Source: Low-risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Contents of first aid kits | [Basic first aid kit contents](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4587154/first-aid-kit-basic-contents.docx) |
| Additional/specialist first aid equipment access: |       |
| Specialist Equipment:* Automated external **defibrillator** (AED)
* Adrenaline (epinephrine) auto-injector
* Salbutamol (Ventolin)
* Dissolvable aspirin
 | Available at Parkville, Burnley, Creswick, Dookie, Southbank, Shepparton & Werribee Campuses |
| Specialist modules (eg burns, bites, eye, HF) |  |
| Emergency eyewash station or eyewash bottle | Required where corrosive chemicals are in use and/or stated on the SDS |
| Emergency shower | Required where corrosive chemicals are in use and/or stated on the SDS |
| First aid room | For more than 200 staff a first aid room is required |
| Provision of first aid information in languages other than English | Nil – English competency required for all staff and students who do not have English as a first language |
| Other |       |

|  |  |
| --- | --- |
| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet FilesContent.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | first aid assessmentWORKSHOP |

|  |
| --- |
| Use this form in conjunction with the process Health & Safety: First aid requirements*.*See: <https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf>This is a generic first aid risk assessment that includes assessment factors that are common to a workshop at the University. You should add or edit information in Sections 1 to 2 specific to your area where required.For a workshop, you can use either:* this generic risk assessment, which means you will adopt the first aid requirements listed in Section 3; or
* a blank *First aid assessment* form to determine custom first aid requirements.

For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts) |

# assessment factors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location Name: |       | Building No: |       | Date: |       |
| Assessed by: |       |
| HSR/Employee Rep: |       |

| nature of hazards and severity of risk |
| --- |
| HazardsList known hazards/risks | DescriptionDescribe the hazard |
| Manual handling | Lifting and moving materials and equipment |
| Plant and equipment | Pedestal drill, lathe, bench saw, pedestal grinder |
| Chemicals | Thinners, paint, cutting fluid, hydraulic oil, welding fumes |
| Housekeeping | Electrical leads poorly placed (trip hazard), swarf, off cuts and materials on floor |
| Electrical | Electrical equipment (power tools) |
| Hot work | Welding, grinding |
| Compressed air | Compressed air equipment/hoses |
|       |       |
|  | [Example of a Risk Register for Workshop (Plant-based activities)](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4586953/health-and-safety-risk-register-example-workshop.docx) |

| known injuries, illnesses and incidents |
| --- |
| Incidents resulting in injuryList the injuries that have occurred in the area | DescriptionProvide a brief description of how they occurred |
| Sprains/strains | Lifting materials and setting up work |
| Cuts and abrasions | Sharp edges on materials |
| Degloving, amputation | Entrapment/entanglement (eg fingers/hands caught in equipment) |
| Burns (also chemical) | Hot welds, hot metal, chemicals on skin/in eyes |
| Fractures | Tripping/slipping over |
| Electric shock | Faulty electrical equipment, damaged power cables |
| Respiratory tract difficulties | Welding fumes |
| Foreign bodies | Splinters, projectiles in eyes – swarf |
|       |       |
| Incidents not resulting in injuryList incidents that have occurred in the area that could have resulted in injury but did not | DescriptionProvide a brief description of the incident |
| Leaking cylinder | Possible inhalation of gases, fire and explosion |
| Plant failure | Hydraulics fail on a press |
|       |       |
|       |       |

| location, size and layout of the workplace |
| --- |
| Item | DetailProvide details |
| Maximum distance to first aid kit |       |
| Number of floors |       |
| Access between floors |       |
| Nearest hospital |       |
| Nearest doctor/medical service |       |
| Nearest emergency shower/eyewash |       |
| Other |       |

| number and distribution of staff |
| --- |
| Item | DetailProvide details |
| Number of staff |       |
| Primary working hours |       |
| Overtime worked |       |
| Staff working in isolation |       |
| Other |       |

# outcome of assessment

| Outcome |
| --- |
| Item | DescriptionBriefly provide a description based on the information obtained from the assessment |
| People exposed |       |
| Injuries/adverse outcomes that may occur | Burns, lacerations, amputation, foreign bodies, fractures |
| Level of Risk | High risk work location |
| Risk controls | Risk assessments, signage, information and training, supervision, restricted access |
| Other |       |

# first aid facilities required

| facilities |
| --- |
| Facilities/Resources | DetailProvide details of the required facilities/resources |
| Number of first aiders | 1 first aid officers for up to 25 employees2 first aid officers per 26-50 employees3 first aid officers per 51-100 employees1 additional first aid officer for every 50 additional employees*Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Competencies of first aiders | Provide First Aid (HLTAID011) |
| Number and location of first aid kits | 1 first aid kit for up to 25 employees2 first aid kits per 26-50 employees3 first aid kits per 51-100 employees1 additional first aid kit for every 50 additional employees *Source: Higher Risk Workplaces Prescribed approach – First aid in the workplace compliance code* |
| Contents of first aid kits | Basic first aid kit contents |
| Additional/specialist first aid equipment | Oxygen therapy (where applicable) |
| Automated external **defibrillator** (AED) | Consider in multistory buildings, large occupancy, difficult to access locations etc. |
| Emergency shower/eyewash | Required where corrosive chemicals are in use and/or stated on the SDS |
|       |       |
| Additional/specialist first aid equipment access: |       |
| Specialist Equipment:* Automated external **defibrillator** (AED)
* Adrenaline (epinephrine) auto-injector
* Salbutamol (Ventolin)

Dissolvable aspirin | Available at Parkville, Burnley, Creswick, Dookie, Southbank, Shepparton & Werribee Campuses |
| Specialist modules (eg burns, bites, eye, HF) | Burns moduleEye module |
| Emergency eyewash station or eyewash bottle | Required where corrosive chemicals are in use and/or stated on the SDS |
| Emergency shower | Required where corrosive chemicals are in use and/or stated on the SDS |
| First aid room | For more than 100 staff a first aid room is required |
| Provision of first aid information in languages other than English | Nil – English competency required for all staff and students who do not have English as a first language |
| Other |       |

|  |  |
| --- | --- |
| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet FilesContent.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | example of a first aid assessmentFIELD WORK |

|  |
| --- |
| Use this form in conjunction with the process Health & Safety: First aid requirements*.*See: <https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4587157/health-and-safety-first-aid-requirements.pdf>This is an example of first aid risk assessment for University field work. **The activities involved in your own field work will vary from what is presented here. This content is an example only and the requirement documents provide flexibility to suit the relevant needs based on activities undertaken.**First aid risk assessments for field work can be generated using a blank *First aid assessment form*. You can use this example as a reference while completing the blank form.For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts) |

# assessment factors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Trip Name: |       | Building No: | N/A | Date: |       |
| **Assessed by:** |       |
| **HSR/Employee Rep:** |       |

| nature of hazards and severity of risk |
| --- |
| Hazards(List known hazards/risk) | Description(Describe the hazard) |
| Venomous snake | Snake bite – standing on snake |
| Body of water | Activity next to lake |
| Temperature - hot | Activity undertaken during the summer  |
| Bush track | Uneven ground. Walking distance approximately 10 km from car |
|       |       |
|       |       |
|       |       |
|       |       |

| known injuries, illnesses and incidents |
| --- |
| Incidents resulting in injuryList the injuries that have occurred in the area | DescriptionProvide a brief description of how they occurred |
| Sprains/strains | Tripping/ falling on track, sunburn, dehydration |
| Near drowning | Falling into water |
| Sunburn and hyperthermia | Walking and activity during the day |
| Dehydration | Walking and activity during the day |
| Blisters | Shoes rubbing on feet |
| Snake bite | Standing on snake |
| Cuts and abrasions | Tripping on rocks/uneven surface |
|       |       |
| Incidents not resulting in injuryList incidents that have occurred in the area that could have resulted in injury but did not | DescriptionProvide a brief description of the incident |
|       |       |
|       |       |
|       |       |
|       |       |

| location, size and layout of the workplace |
| --- |
| Item | DetailProvide details |
| Maximum distance to first aid kit | Portable first aid kit available |
| Number of floors | N/A |
| Access between floors | N/A |
| Nearest hospital | Approximately 1 hour drive to hospital |
| Nearest doctor/medical service | As above |

| number and distribution of staff |
| --- |
| Item | DetailProvide details |
| Number of staff | 5 people |
| Primary working hours | During daylight hours |
| Overtime worked | N/A |
| Staff working in isolation | Always working in groups |
| Other |       |

# outcome of assessment

| Outcome |
| --- |
| Item | DescriptionBriefly provide a description based on the information obtained from the assessment |
| People exposed | Field trip personnel |
| Injuries/adverse outcomes that may occur | sunburn, snake bite, near drowning, hyperthermia, sprain/strain, cuts and abrasions |
| Risk controls | Risk assessments, signage, information and training, supervision |
| Level of Risk | High risk work location |
| Other |       |

# first aid facilities required

| facilities |
| --- |
| Facilities/Resources | DetailProvide details of the required facilities/resources |
| Number of first aiders | All first aid trained |
| Competencies of first aiders | 1 person – Provide First Aid in remote or isolated site (HLTAID013)Rest of group – Provide Basic Emergency Life Support (HLTAID010) |
| Number and location of first aid kits | 1 portable first aid kit with group |
| Contents of first aid kits | [Basic first aid kit contents](https://safety.unimelb.edu.au/__data/assets/word_doc/0007/4587154/first-aid-kit-basic-contents.docx) (in backpack for portability)       |
| Additional/specialist first aid equipment access: |       |
| Specialist Equipment:* Automated external **defibrillator** (AED)
* Adrenaline (epinephrine) auto-injector
* Salbutamol (Ventolin)
* Dissolvable aspirin
 | Dependent upon the disclosed first aid plans for individual participants       |
| Specialist modules * burns
* bites
* eye
* hydrofluoric acid
 | Dependent upon the environmental conditions and planned activities      |
| Emergency eyewash station or eyewash bottle | Required where corrosive chemicals are in use and/or stated on the SDS |
| Emergency shower | NA |
| First aid room | NA |
| Provision of first aid information in languages other than English | Nil – English competency required for all staff and students who do not have English as a first language |
| Other | No mobile phone coverage – satellite phone |