



## FIRST AID GUIDELINES

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and provide assistance on guiding the university community

### Purpose

To determine appropriate trained first aider coverage for buildings and campuses and to select and appoint appropriate staff to fulfil the role of First Aider.

To determine needs for first aid equipment for buildings and campuses and to ensure that the equipment is maintained to facilitate rapid response to first aid situations.

### 1. DEFINITIONS

<b>AED</b>	Automatic External Defibrillator
<b>First Aid</b>	<p>The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.</p> <p>The aims of first aid are to:</p> <ul style="list-style-type: none"><li>• Preserve life</li><li>• Prevent illness or injury becoming worse</li><li>• Relieve pain, if possible</li><li>• Promote recovery, and</li><li>• Protect the unconscious</li></ul>
<b>First Aider</b>	A person who is recognised by the University as having successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
<b>First Aid Equipment</b>	Includes first aid kits, AED's and other equipment used to treat injuries and illnesses.
<b>First Aid Facilities</b>	Include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.
<b>High Risk Workplace</b>	<p>A workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid. Examples of workplaces that may be considered high risk are ones in which workers:</p> <ul style="list-style-type: none"><li>• use hazardous machinery (for example, mobile plant, chainsaws, power presses and lathes)</li><li>• use hazardous substances (for example, chemical manufacture, laboratories, and horticulture)</li><li>• are at risk of falls that could result in serious injury (for example, construction)</li><li>• carry out hazardous forms of work (for example, working in confined</li></ul>



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- spaces, welding, demolition, electrical work and abrasive blasting)
- are exposed to the risk of physical violence (for example, working alone at night, cash handling or having customers who are frequently physically aggressive)
- work in or around extreme heat or cold (for example, foundries and prolonged outdoor work in extreme temperatures).

### **Low Risk Workplace**

A workplace where workers are not exposed to hazards that could result in serious injury or illness such as offices, shops or libraries. Potential work-related injuries and illnesses requiring first aid would be minor in nature.

## 2. FIRST AIDERS

### 2.1. First Aid Requirements

The number and location of First Aiders is determined on the basis of a [risk assessment](#) on the needs of the building or facility. Factors to be considered in determining how many nominated First Aiders should be appointed for a building and where they should be located include:

- The type of work performed.
- The nature of hazards associated with the type of work – laboratories and workshops typically require a higher level of first aid coverage than office areas with mainly sedentary activities.
- The typical number and type of occupants of the building – for example, people with disabilities, staff, students, visitors, general public.
- The operating hours of the building – libraries and other areas operating outside normal office hours and may require additional coverage for the extended hours.
- Coverage for periods when the First Aider is on leave
- The physical size and layout of the building e.g. multiple floors
- The proximity of the building to on campus medical services

The following ratios are recommended as a minimum standard<sup>1</sup>:

- low risk workplaces – one first aider for every 50 occupants
- high risk workplaces – one first aider for every 25 occupants

First Aid Risk Assessments are a consultative process and require input from Area Managers, Safety and Health Representatives and the Chief Warden as a minimum.

Emergency Management can assist in determining the appropriate number of First Aiders required for a building or facility in consultation with staff. For further information please contact [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au)

### 2.2. Appointment of First Aider

To appoint a First Aider the following procedure should be followed:

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<sup>1</sup> Safe Work Australia – First Aid in the Workplace, Code of Practice 2016



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1. The Department/area to conduct a [risk assessment](#) to identify the required numbers of first aiders
2. The Department/area finds suitable volunteers to fill the role of First Aider
3. Individual staff member completes the required first aid training course
4. Once training has been completed, staff member to fill out the [First Aider Appointment](#) form
5. Staff member to return the completed form signed by their manager to Emergency Management with a copy of their First Aid Certificate – [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au)

### 2.3. Training Requirements

First Aid Training:

- Complete HLTAID003 Provide First Aid Training every 3 years
- Complete HLTAID001 Provide Cardiopulmonary Resuscitation every other year

Refer to the [Health, Safety and Emergency Management](#) website for current course requirements and bookings.

First Aiders are an integral part of the Incident Response Team structure. In the event of an emergency situation such as an evacuation, First Aiders assist with the evacuation and report directly to the Chief Warden. As such, First Aiders require additional training as outlined below:

- Complete Curtin Warden Training every 2 years
- Complete Curtin Fire Awareness Training every 2 years
- Complete Curtin Evacuating People with Disability Training every 2 years
- Participated in one emergency exercise annually

To enrol in this training please log into [iPerform](#).

### 2.4. Duties of First Aider

The duties of First Aider are as follows:

- First Aiders have the authority to direct University staff, students, contractors and visitors following the declaration of an incident/emergency or during an exercise
- Provide first aid services for the emergency treatment of injuries or illness
- Alert the relevant Emergency Services in life threatening situations by dialling 000
- Alert Safer Community Team in all situations on extension 4444
- Respond to requests for first aid assistance from the University as required
- To assist building wardens initiating a controlled evacuation, if required.
- To be familiar with the building layout, evacuation routes and assembly points detailed on each building evacuation diagram
- Ensure you are trained in accordance with training requirements of a First Aider
- Participate in a Curtin University emergency scenario exercise annually
- Ensure the contents of all first aid kits within their area/department are:
  - within date,
  - restocked monthly or more often as required,
  - the register within the kit is maintained monthly,



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- Visually check the defibrillator/s within their areas/departments monthly for damage
- Alert Emergency Management if any defibrillator within their area/department has been tampered with or used since it was last inspected
- Maintain control of a first aid emergency until Emergency Services personnel arrive
- Supply certificate of competency and First Aider appointment form annually to Emergency Management

### 2.5. First Aid Allowance

An allowance is paid to First Aiders in accordance with the Curtin University Enterprise Agreement. To ensure continued payment of the allowance First Aiders are required to submit their certificate of competency and an updated, endorsed [First Aider appointment form](#) annually to [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au)

## 3. FIRST AID KITS

### 3.1. Number and Location of first aid kits

First aid equipment should be located at convenient points and in areas where there is a higher risk of an injury or illness occurring.

First aid kits should be:

- Immediately accessible to all employees, including persons working in isolated or remote locations,
- Clearly visible and signposted with a standard safety sign consisting of a white cross on a green background.

Factors to be considered in determining the number and locations of first aid kits for a particular building include:

- The type of work (high risk or low risk) performed in the building – High risk locations may require extra first aid equipment due to the hazards located within the area
- Identifying the maximum number of occupants at the workplace at any one time – for example, staff, students, visitors, general public – more densely occupied buildings may require multiple kits
- The size and layout of the building or facility – large buildings, or buildings with multiple floors will require multiple kits.

Every University vehicle must be equipped with a first aid kit. The type of kit required will depend on the type of work associated with the vehicle use.

### 3.2. First aid kit types and contents

The type and size of the first aid kit depends upon the number of people to be served by the kit and the types of activities conducted in the area. For most workplaces the kit should include the following items (as a minimum)<sup>2</sup>:

<sup>2</sup> Safe Work Australia – First Aid in the Workplace, Code of Practice 2016



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Kit contents	Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (5 per pack)	5 packs
Saline Steritube (15 ml)	8
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Swabs Antiseptic	10
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1
Sharps container 150ml	1

Kits may contain additional first aid items or specific first aid equipment as identified in the risk assessment. It is recommended that medication, including paracetamol and aspirin, should not be kept in first aid kits due to their potential to cause adverse health effects in some people.

[Discounts](#) on first aid kits are available to Curtin Staff and Students.

For further information on types, number and locations of first aid kits please contact [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au)



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### 3.3. Maintenance of first aid kits

It is the responsibility of the First Aider to ensure first aid kits are kept clean, tidy and stocked, that items are replaced before their expiry dates and the first aid kits are checked on a monthly basis.

A First Aid Kit record form has been developed to record items used in a first aid event. The form is to be kept inside the First Aid kit to allow the First Aider to easily see what needs to be replaced. The [First Aid Kit Record form](#) can be downloaded from the Emergency Management website.

Funding for the replacement of consumable items and kits is the responsibility of the department/area which the kit serves. Where a kit services multiple departments/areas, arrangements shall be determined by agreement between the departments/areas.

### 3.4. Signage

Contact details of nominated First Aiders shall be easily accessible to building occupants in an emergency. Details of the name, location and contact numbers for First Aiders must be included in emergency signs in each building. Templates are available [on the HSEM website](#) or by contacting Emergency Management.

First Aid signage should be placed near all first aid kits to assist staff to easily identify the location of the first aid kits. This signage must comply with International Standard ISO 7010 Graphical symbols – Safety colours and safety signs – Registered safety signs – Registered safety signs 2011.

### 3.5. Defibrillators (AED's)

Automated External Defibrillators (AED's) are capable of conducting daily, weekly and monthly self-tests to ensure they are 'rescue-ready' at all times.

It is the responsibility of the nominated First Aider to check them on a monthly basis. Should the First Aider notice any of the following they should contact Emergency Management immediately.

- Light on the upper right corner of the AED has turned red or there is an audible beep,
- AED is damaged,
- AED is missing.

## 4. FIELD TRIPS

It is the responsibility of the person in charge of a field trip to conduct a risk assessment and plan for the potential first aid needs of the trip. This includes ensuring appropriate first aid equipment and trained first aid personnel are provided.

## 5. REPORTING INCIDENTS

Injuries and illnesses must be reported through the online incident and hazard reporting system – [CHARM](#). It is the responsibility of the injured person to report an injury. Where this is not possible, a delegate or line manager can do this on their behalf.



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It is recommended First Aiders advise the injured person at the time of treatment that all work injuries and illnesses must be reported.

First Aiders should complete a First Aid treatment form for all injuries or illness, or where an AED has been used for their own records or reporting purposes. [First Aid Treatment forms](#) can be downloaded from the Emergency Management website. Find out more about reporting an incident from the Healthy, Safety and Emergency Management Website.

### 6. EXEMPTIONS

These procedures apply to all areas of Curtin University.

### 7. RELEVANT DOCUMENTS/LINKS

- [Health and Safety Policy](#)
- [Health and Safety Management Standards](#)
- [First Aider Appointment form](#)
- [First Aid Kit Record form](#)
- [The First Aid Facilities and Services Code of Practice \(2002\)](#)
- [First Aid in the Workplace Code of Practice \(2016\)](#)

CONTACT DETAILS	
Contact	Health, Safety and Emergency Management – Emergency Planning Manager Ph: (08) 9266 2653 <a href="mailto:emergency_management@curtin.edu.au">emergency_management@curtin.edu.au</a>
Approval Authority	Director, Health, Safety and Emergency Management

REVISION HISTORY		
Revision #	Date	Amendment Description
1	19/05/2015	New Guideline
2	21/10/2016	Minor update – wording change to new online incident and hazard reporting system
2.1	08/02/2017	Addition of H&S Management Standards to Purpose and Relevant Documents sections
3	24/01/2018	Minor update – wording change to align with Emergency Management Plan 2018