



First Aid Risk Assessment Guidelines

PURPOSE

It is a legal requirement under the Western Australian Occupational Safety and Health regulations 1996 that employers identify hazards, assess the risk and consider means by which to reduce the risk.

1. Conducting the Risk Assessment

A First Aid risk assessment should be conducted by the relevant areas to assess First Aid resources required eg: number of first aid officers, kits, etc.

First Aid risk assessments should consider the different types of likely first aid scenarios; the number of people affected and the types of first aid measures required.

The first aid risk assessment should include the First Aider Officer(s), Safety and Health Representative and personnel who work in the area. Expertise may be sought from Curtin Health and Safety Advisors or external parties.

1.1. Information sources for identification of Injury Types

Information can be obtained from the following sources:

- 1.1.1. Safety Data Sheets – where hazardous substances are present or used.
- 1.1.2. Legislative information eg: Regulations, Codes of Practice, Guidance Notes

The risk assessment team should familiarise themselves with the above information prior to the assessment to ensure all aspects are considered.

1.2 Gather Equipment

- 1.2.1 Personal protective equipment eg. Safety shoes, gloves, hearing protection, eye protection, respiratory protection (where required)
- 1.2.2 Camera (pictures for future reference or including in procedures)
- 1.2.3 Risk Matrix
- 1.2.4 First Aid Risk Assessment form

1.3. Conduct the Risk Assessment

- 1.3.1 Follow safety procedures relevant to the area being assessed
- 1.3.2 Consider the most likely injury scenarios
- 1.3.3 Consider how many people are likely to be affected by the one event



- 1.3.4 Consider the first aid equipment which would be needed to manage the likely number of casualties. Where specific remedies or equipment is needed please specify. For example oxygen may be required – would this be needed in the area?
- 1.3.5 Consider the number of trained first aider officers which would be needed to manage the situation. Consider if staff work part-time or are often absent from the workplace.
- 1.3.6 Note any additional controls which may be required. For example, an additional person may need to be trained or additional equipment may need to be available in the first aid kit. Signage may be required.

1.4. After the Risk Assessment

- 1.4.1 Where first aid requirements and corrective actions have been identified, ensure these are implemented and reflected in the local area housekeeping inspection checklist.
- 1.4.2 Where there is a requirement for first aid training, this should be included in individual WPPRs.
- 1.4.3 Where new equipment is implemented, this should be reviewed for effectiveness.

2. Responsibilities

2.1. Heads of School and Area Managers

Heads of School and Area Managers are responsible for:

- (a) Ensuring first aid risk assessments are completed and reviewed at least every three years or where there are changes to the workplace that may impact on first aid requirements.
- (b) Budgeting for first aid resources, equipment, supplies and training.

2.2. Line Managers and Supervisors

Line Managers and Supervisors are responsible for:

- (a) Participating in or directly supervising the undertaking of the first aid risk assessment;
- (b) Ensuring first aid risk assessments are conducted, and;
- (c) Ensuring appropriate first aid equipment is supplied and maintained.
- (d) Ensuring trained first aiders are available.

2.3. Individual Workers

Individual Workers including Safety and Health Representatives are responsible for :

- a) Assisting with the preparation of first aid risk assessments.



3. Definitions

Risk Assessment: overall process of risk identification, risk analysis and risk evaluation.

Risk Rating: is defined as low, medium, high or extreme based on the University Health and Safety Risk Matrix prior to any corrective actions or controls being implemented.

Residual Risk Rating: Residual risk is defined as low, medium, high or extreme based on the University Health and Safety Risk Matrix after recommended corrective actions or controls have been implemented.

4. EXEMPTIONS

These procedures apply to all areas of the University.

5. RELEVANT DOCUMENTS/LINKS

[Health and Safety Risk Matrix](#)

[First Aid Risk Assessment Template](#)

[First Aid Risk Assessment Sample](#)

[Safe Work Australia. 2012. *First Aid in the Workplace – Code of Practice*](#)

CONTACT DETAILS

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REVISION HISTORY

Revision #	Date	Amendment Description
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