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| <b>Policy Hierarchy link</b> | <a href="#">Work Health and Safety Act 2011</a><br><a href="#">Work Health and Safety Regulation 2011</a><br><a href="#">Work Health and Safety Policy</a>   |                      |                       |
| <b>Responsible Officer</b>   | Director Safety and Sustainability   |                      |                       |
| <b>Contact Officer</b>       | UNSW Health and Safety Coordinator   |                      |                       |
| <b>Superseded Documents</b>  | None   |                      |                       |
| <b>File Number</b>           | 2014/18603   |                      |                       |
| <b>Associated Documents</b>  | <i>HS906 First aid assessment checklist</i><br><i>EM016 Building ECO contact list template</i><br><i>EM044 Code blue emergency procedure</i><br><i>HS904 Automated External Defibrillators Guideline</i><br><i>HS406 Fieldwork Safety Guideline</i><br><i>HS435 Immunisation Guideline</i><br><i>SAL127 First Aid Allowance Request Form</i><br><i>SAL128 First Aid Allowance Cancellation Request</i> |                      |                       |
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## 1. Purpose and Scope

The purpose of this procedure is to outline the first aid procedure at UNSW; this applies to all workers, students, visitors and others on UNSW premises. It also applies to locations where UNSW is the controller of the work.

## 2. Definitions

**Emergency Control Organisation** is a person or persons appointed by the Chief Warden of a building in conjunction with senior management of the school/faculty to direct and control the implementation of the facility's emergency response procedures.

**First aid** is 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.

**First aider** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

**First aid facilities** include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

**High risk workplace** means a workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid.

**Low risk workplace** means 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.

### 3. Procedure

Providing immediate and effective first aid to workers or others who have been injured or become ill at the workplace may reduce the severity of the injury or illness and promote recovery. In some cases it could mean the difference between life and death.

#### 3.1 First aid requirements

##### 3.1.1 First aid assessment

Local area managers (e.g. Heads of School) are responsible for ensuring sufficient numbers of first aiders in their area.

The building Chief Warden must be consulted on the appointment of a first aider and update the building Emergency Control Organisation (ECO) team details.

The individual's supervisor must approve the individual to become a first aider (via the myUNSW training registration process). Ideally first aiders are full-time or long-term contract staff. Students should not be nominated as first aiders.

The number of first aiders required is based on a number of factors including the size of the workforce, location of the work, history of injuries and nature of the work. The local area (e.g. school or center) may complete a first aid assessment to determine number of first aiders and first aid facilities needed. Where a school is spread over a number of locations then an assessment may be needed for each location. (Refer to [HS906 First aid assessment checklist](#)). For fieldwork activities an assessment should be completed to determine the number of first aiders needed, refer to [HS406 Fieldwork Safety Guideline](#).

##### **A. Size and location of workforce**

Consider how easy it is to get access to first aid either from UNSW facilities or a local hospital/medical center.

It is not necessary to have one first aider per floor. Liaise with the building Chief Warden to check whether there are sufficient numbers of first aiders already in the building.

##### **B. Number and composition of workers**

The following ratios are recommended:

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

When considering the size of the workforce, include students, visitors, contractors, volunteers etc. who are regularly on your site.

### **C. Injury, illnesses and incidents**

Consider the number and type of incidents that have happened in the past and whether statistics demonstrate a higher/lesser need for first aider. Also consider whether there are any particular first aid needs of workers who have a disability or a known health concern who may need special attention.

### **D. Nature of work**

Consider the type of work carried out and the likelihood of harm that could happen; this may influence the need for first aid facilities any specialist first aid equipment.

All first aiders are recommended to have Hepatitis B vaccination; refer to [HS435 Immunisation Guideline](#).

### **3.1.2 Payment of first aiders**

Individuals appointed as a first aid officer for their building ECO team, are eligible for First Aid Allowance. To get the allowance *SAL 127 First Aid Allowance Request Form* must be completed then approved by Head of School/Manager and building Chief Warden. Once approval is obtained, supply SAL127 to HR to add to the individual's personnel file, this includes a copy of the first aid certificate. *SAL128 First Aid Allowance Cancellation Request* should be used to cancel the allowance when an individual is no longer in this role.

### **3.1.3 How to contact a first aider**

The building Chief Warden is responsible for ensuring there is sufficient signage detailing first aiders and their contacts throughout the building (using EM016 template). Signage may be located in such areas as next to first aid box, in common area, kitchens, next to Warden Intercommunication Point (WIP), lifts, reception.

A list of all first aiders in a building for all UNSW buildings is available on the [UNSW Emergency Management website](#) and [UNSW Canberra Emergency website](#).

### **3.1.4 Workers with particular first aid needs**

Workers that may need specific medical treatment in the event of an emergency (e.g. requires EpiPen) are encouraged to discuss their needs (e.g. management plan) with their local first aider.

## **3.2 First aid kit and equipment**

It is the local area's responsibility to provide and stock first aid kits and equipment.

The first aid kit should provide basic equipment for administering first aid for injuries including:

- cuts, scratches, punctures, grazes and splinters
- muscular sprains and strains
- minor burns
- amputations and/or major bleeding wounds
- broken bones
- eye injuries

- shock.

The contents of first aid kits should be based on a risk assessment for the individual area. For example, if there is a risk of burns then hydro gel or other burn relief may be needed; if using hydrofluoric acid then calcium gluconate must be available; if working outdoors you may require sting relief cream, a snake bite heavy duty bandage, torch, whistle. See Appendix 1 for a typical workplace first aid kit content.

For fieldwork activities there must be an assessment to determine the number and type of portable first aid kits suitable for the activities carried out; refer to [HS406 Fieldwork Safety Guideline](#).

Medication (including pain killers) should not be included in first aid kits because of their potential to cause adverse health effects in some people, except where a national standard specifies otherwise e.g. on commercial boats. The supply of these medications may be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary. Individuals are encouraged to discuss this with their local first aider(s) and inform them of the usual storage location of their medication.

Asthma inhalers and adrenaline auto-injectors should not be included in first aid kits. However, if your first aid assessment determines these items are needed in the first aid kit (e.g. due to practical classes, childcare centre) then these must be stored and maintained appropriately, with an individual assigned responsibility for this. They must not be a substitute for individuals having their own prescribed medication and action plan. The Provide First Aid training (HLTAID003) is sufficient training for the administration of these items. If your client group is of a higher risk (e.g. young children) then additional Anaphylaxis Management training should be completed.

General use Adrenaline Autoinjectors should be stored in a cool dark place at room temperature (between 15-25°C: if the temperature is outside this range keep in an insulated wallet). They must be kept out of reach of small children, but not in a locked cupboard. A General Use Autoinjector Action Plan must be kept with it. The shelf life is normally around 1-2 years, a system must be in place to ensure it is replaced before expiry. General use Adrenaline Autoinjectors are available from the Kensington campus UNSW Pharmacy.

General use reliever medication is available from the Kensington campus UNSW Pharmacy. An asthma emergency kit should also include 2 spacers and masks and instructions card.

First aid kits can be any size, shape or type to suit your workplace, but each kit should:

- be large enough to contain all the necessary items
- be immediately identifiable with a white cross on green background that is prominently displayed on the outside
- contain a list of the contents for that kit
- be made of material that will protect the contents from dust, moisture and contamination.

### **3.2.1 Location of first aid kits**

Quick access to a first aid kit is vital. First aid equipment and facilities should be located at prominent accessible locations and in areas where there is a higher risk of an injury or illness occurring. A first aid kit per building floor may not always be required.

All locations with first aid kits must be sign posted clearly with at least the white cross on a green background.

Each building should have one portable first aid kit to be taken to the Emergency Warning and Intercommunication System (EWIS) panel and at least one portable first aid kit to be taken to the assembly point, in emergency situations.

### **3.2.2 Maintaining first aid kits**

UNSW first aiders are required to carry out regular visual checks and an annual audit of the local first aid kit to ensure it is fully stocked and items are within date. Note that many first aid kit items expire annually. Local areas are responsible for the costs of re-stocking first aid kits.

### **3.2.3 Defibrillators**

Refer to [HS904 Automated External Defibrillators Guideline](#). First aiders are responsible for performing a check of the defibrillators.

## **3.3 First aid room**

UNSW Kensington does not require a first aid room as the UNSW Health Service Medical Centre performs this function.

Some buildings may have rooms used as rest areas for individuals, these are not designated first aid rooms. Any designated first aid room requires a trained occupational first aider; this training is not offered as standard UNSW first aid training.

Where no medical centre is available, a first aid room is recommended in low risk workplaces with 200 workers or more or high risk workplaces with 100 workers or more.

## **3.4 Training**

UNSW first aiders must successfully complete an approved Registered Training Organisation (RTO) first aid training of at least the level "Provide First Aid". UNSW People & Culture Development Unit arrange "Provide First Aid" training, individuals can enroll for training via myUNSW.

Refresher training must be completed after 3years. Refresher training is not arranged by UNSW People & Culture Development Unit. Individuals can re-apply for the "Provide First Aid" training via myUNSW, or seek an external provider for refresher training. (Refer to UNSW Buying Guide for preferred suppliers of first aid training)

It is recommended that Cardiopulmonary Resuscitation (CPR) training is renewed annually. This training is not offered by UNSW People & Culture Development Unit, an external provider should be sought.

First aiders are responsible for ensuring that their certificate is up-to-date and to book their refresher training. Reminders are not coordinated by UNSW.

## **3.5 Recording first aid treatment**

First aiders must report all first aid treatment (including to students and visitors) using the online hazard and incident reporting system in myUNSW.

### 3.6 Sending someone home from work/to the hospital

If an individual requires medical treatment and cannot make their own way to the UNSW Health Services Medical Centre or a near-by hospital then an ambulance should be called. For members of staff, costs associated with the ambulance may be covered by the university depending on the nature of the incident.

If a member of staff is unwell and wishes to go home UNSW is not responsible for covering the cost of transportation.

UNSW Security does not transport any persons with an injury or illness.

### 3.7 Counselling/debrief

First aiders may be involved in responding to major incidents. UNSW Emergency management shall arrange debriefs following any major incidents.

If a first aider is affected by any emergency response the UNSW Employee Assistance Program (EAP) is a free professional, confidential counselling service for employees and their immediate family members. Refer to <https://www.hr.unsw.edu.au/employee/eap.html>

### 3.8 Legal protection

The *Civil Liability Act 2002* (NSW) and *Civil Law (Wrongs) Act 2002* (ACT) exempts a Good Samaritan from personal civil liability for an act or omission made honestly and without recklessness when giving assistance to someone injured or in an emergency.

## 4. Review & History

| Version | Authorised by                      | Approval Date    | Effective Date   | Sections modified   |
|---------|------------------------------------|------------------|------------------|---|
| 1.0     | Director Safety and Sustainability | 17 July 2014     | 17 July 2014     | New procedure   |
| 1.1     | Director Safety and Sustainability | 18 February 2015 | 18 February 2015 | Section 3.2 – Clarified that Provide First Aid training (HLTAID003) is sufficient training for keeping adrenaline auto-injectors in the first aid kit. Added advice on storage and maintenance. |

## 5. Acknowledgements

Safe Work Australia Model Code of Practice First Aid in the Workplace

This document was written jointly by UNSW Security Services and UNSW Health and Safety.

## Appendix 1 Example of contents for a first aid kit\*

For most workplaces, a first aid kit should include the following items, however your first aid assessment will determine if more items need to be added (see section 3.2):

| Item   | 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 (3 per pack)  | 5 packs  |
| Saline (15 ml)   | 8        |
| Wound cleaning wipe (single 1% Cetrimide BP)   | 10       |
| 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        |
| 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        |

If your first aid kit needs to be wall mounted contact FM Assist on x55111 or email [FM Assist](#).

First aid kit suppliers are listed in the UNSW Buying Guide (available through myUNSW).

\*Ref: First Aid in the Workplace Model Code of Practice, Appendix C.