



First Aid

Effective date	17 June 2008
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 First Aid in the Workplace Code of Practice (Draft) AS 1319:1994 – Safety Signs for the Occupational Environment
Pages	3

Policy

First aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers.

Under WHS legislation, the Parish has a duty to:

- provide first aid equipment and ensure all workers have access to it;
- ensure access to facilities for the administration of first aid;
- ensure adequate numbers of workers are trained to administer first aid.

The Parish will consult with workers to determine appropriate first aid facilities for the Parish, and with reference to First Aid in the Workplace Code of Practice (Draft). The contents of the first aid kit will be determined in accordance with the First Aid in the Workplace Code of Practice (Draft). Approved First Aid sign/s will be displayed and comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

First aid equipment and expertise will be available to all in the workplace, including contractors and visitors. In addition, contractors will be required to carry a first aid kit with them at their own expense.

When first aid is provided, the first aid register must be completed. In addition, the worker providing first aid is responsible for notifying the Parish Priest when supplies need replenishing.

The Parish Priest or designated officer will ensure the first aid kit is checked on a quarterly basis and supplies updated as required.

Following is the procedure to be followed in the administration of first aid in the Parish.



First aid kits contains:

First aid kits are located:

- Update:** OHSolutions June 2012 **Revision:** Diocesan HR/WHS Manager February 2013 **Revision Date:** February 2015



Responsibilities

Whilst the Parish Priest has overall responsibility for ensuring provision of adequate first aid facilities. Workers with conditions which may require provision of first aid, such as severe allergies, are required to advise the Parish on commencement. This information will be relayed to relevant trained first aiders but otherwise kept confidential.

The Parish Priest, in consultation with workers will determine appropriate numbers of trained first aiders, taking into account working hours of all workers. Trained first aiders will be responsible for the administration of first aid, record keeping in relation to first aid, and ensuring first aid kits are maintained. First aid kits will be checked quarterly.

Communication

Contact details for trained first aiders (including work hours/days) will be displayed on noticeboards or in the parish office.

If first aid is required by workers working off site, a first aid kit is available in the vehicle. If further treatment is required, an ambulance should be contacted immediately.

Training

Details of first aiders' training will be maintained by the Parish *Secretary*. Details will include when training is due to expire and this information will be relayed to the Parish Priest or designated office who is responsible for ensuring training is updated in a timely manner. On completion of training, the first aider must provide a copy of certification to the Parish Secretary so records can be updated.

All workers will receive information on the First Aid Policy and Procedure during induction training. First aid kits will be signposted and information on first aiders posted on noticeboards.

Reporting injuries and illnesses

Provision of first aid must be recorded in the first aid register.

Personal protective equipment

First aiders are required to wear appropriate personal protective equipment, such as gloves and/or face mask, when administering first aid. First aiders should consider the possibility for blood borne and bodily substance diseases in determining appropriate personal protective equipment.

Provision of other medical treatment

If a person requires further medical treatment they will either be assisted to a nearby doctor or an ambulance will be called, depending on the nature of their condition. Next of kin may be contacted to escort the worker home if necessary.

Provision of support services

Some incidents may be traumatic for first aiders and/or other workers. The Parish will provide counselling to any worker who wishes it in the event of a serious workplace incident.