

QUICK GUIDE

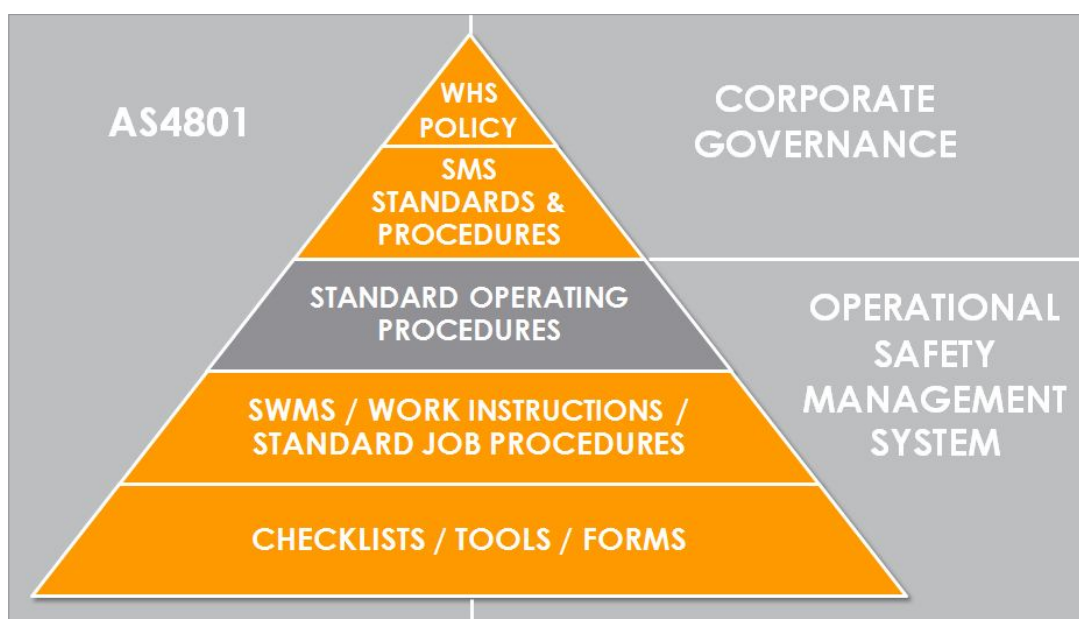
SAFETY Everyone. Everywhere. Every day

FIRST AID

DOC ID REF215 VERSION 2

DOC OWNER Ron Hyde ACTIVE DATE 24/01/2017

1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for first aid to ensure arrangements at each QUU controlled worksite are in place, effective and meet QUU's Safety Management System (SMS) requirements.

This quick guide has been developed as an information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- First Aid Standard Operating Procedure (PRO384)
- First Aid Risk Assessment (FOR526)
- Large First Aid Kit Checklist (CHE16)
- Small First Aid Kit Checklist (CHE17)

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. DETERMINING FIRST AID REQUIREMENTS	
(a) First Aid Risk Assessment (FOR526) is conducted annually by Site Manager / Supervisor with the site Emergency Control Organisation (ECO) to determine and review first aid requirements for each QUU work site. Process involves workers, first aiders and contractors (where required) and considers all relevant factors.	Sections 7.1, 7.2, 7.3.6 & 11-Appendix A (PRO384)
(b) First aid risk assessment process considers all relevant factors (e.g. hours, nature of work, site layout / size / location, hazards, current / available resources, remote or isolated work, distance / time / communication with health and emergency services etc) and includes workers.	
2. FIRST AID EQUIPMENT AND FACILITIES	
(a) First aid kit is readily accessible to all workers, relevant and available: <ul style="list-style-type: none"> • With each QUU First Aider • In each QUU owned vehicle; • In multi-level office areas, one (1) at each the end of floor, within the Safety Zone point; and • At a readily accessible location in non-administrative areas. 	Section 7.3.1 (PRO384)
(b) First aid kits are regularly reviewed and at all times contain minimum content requirements as outlined in Large First Aid Kit Checklist (CHE16) and Small First Aid Kit Checklist (CHE17) .	
(c) First Aid kits identifiable by a white cross on green background; include contents list; stored appropriately (secured in vehicles); of suitable material; do not contain prohibited items (e.g. paracetamol or prescription medication); have their location included on emergency floor plans / diagrams.	
(d) Large first aid kits are located in each work, each QUU field vehicle and readily accessible to each first aider. Small first aid kits are in QUU non-field vehicles (e.g. pool cars) and more remote workplace locations to speed up initial treatment of critical injuries or illnesses.	
(e) First aid signage is displayed in a manner that directs persons to readily locate equipment and facilities.	Section 7.3.2 (PRO384)
(f) Additional or specialised first aid equipment (e.g. defibrillators) is installed where determined required through a formal First Aid Risk Assessment (FOR526) .	Section 7.3.3 (PRO384)
(g) Where installed eye wash and show equipment must be suitably located (immediately accessible where a risk of hazardous chemical; contact with infectious substances; or serious burns is present); installed to QUU and Australian Standard.	
(h) First aid rooms are provided where determined required through a formal First Aid Risk Assessment (FOR526) . Where installed are maintained and meet all QUU WHS requirements.	Sections 7.3.4 & 7.3.5 (PRO384)
(i) Site ECO identify and ensure relevant persons actively monitor and maintain all first aid equipment and facilities within the area of responsibility (typically first aiders) as per QUU WHS requirements.	Section 7.3.5 (PRO384)
(j) First aid kits are checked after each use (at least every 12 months if not used); monthly by operators if located in vehicles using the relevant checklist.	
3. FIRST AIDERS	
(a) Adequate number of First Aiders are identified and appointed based	Section 7.4.1 (PRO384)

AT ALL TIMES	REFERENCE
<p>on formal First Aid Risk Assessment (FOR526). As a minimum at least one first aider will be available:</p> <ul style="list-style-type: none"> • With each vehicle crew (typically the Team Leader); • For every 50 workers – at low risk workplace; • For every 25 workers – at a high risk workplace; and • For every 10 workers – at high risk remote or isolated workplaces that do not have timely access to medical or ambulance services. 	
(b) Workers are provided with an effective means of contacting First Aiders or emergency services; and information / instruction and training.	Section 7.4.1 (PRO384)
(c) Appointed First Aiders hold and maintain relevant competencies and qualifications issued by a Registered Training Organisation (RTO).	Section 7.4.2 (PRO384)
(d) First Aider training records are maintained in QUU Learning Management System – MLS.	
(e) List of current First Aiders is maintained by the site Manager/Supervisor on QUU Safety Intranet page and posted on the site 'Safety Noticeboard'.	
(f) First Aiders are aware of and ensure they conduct their duties as per QUU WHS requirements	Section 7.4.3 (PRO384)
4. EXTERNAL RESOURCES AND COMMUNICATION	
(a) Contact with relevant external agencies is established by the site Manager / Supervisor(s) in consultation with the relevant ECO to ensure effective emergency response / support as required.	Section 7.5 (PRO384)
(b) Names and contact details for all relevant internal and external resources is maintained by the site Manager / Supervisor and displayed on the Safety Noticeboard and other suitable locations. This includes contact details for first aiders; nearest ambulance / fire / emergency service / doctor or health clinic / hospital; poisons information centre.	Section 7.6 (PRO384)
(c) All persons at site are informed of the local first aid arrangements (including First Aiders, location of equipment / facilities and procedures to follow) during the site induction and whenever a change to arrangements occur.	
(d) All workers undertaking remote or isolated work have communication equipment and systems available that ensures rapid communication with and response from first aiders or external emergency services.	
5. WORKER HEALTH INFORMATION	
(a) Any first aid needs requiring specific treatment (e.g. severe allergies), will be confidentially obtained from QUU workers during the recruitment and appointment process.	Section 7.7 (PRO384)
(b) Worker's health information is not be released to First Aiders or any other unauthorised persons, without the workers' consent.	
6. INFECTION CONTROL	
(a) First Aiders apply standard precautions and use PPE when administering first aid to minimise the risk of illness and ensure a basic level of infection prevention and control when handling blood or body substances.	Section 7.8 (all areas) (PRO384)
(b) First Aiders maintain current immunisations in accordance with QUU WHS requirements.	
(c) All staff are aware and follow required response process in the event of contact with blood or body fluids other than their own (e.g. sharps injury, first aid administered without required PPE, suspected exposure to infectious illness). This includes cleaning of equipment and/or area	Sections 7.8.2 & 7.8.4 (PRO384)

AT ALL TIMES	REFERENCE
following first aid treatment.	
(d) Sharps and contaminated items are handled and disposed in accordance with QUU WHS and related procedures.	Section 7.8.3 (PRO384)
7. REVIEWING FIRST AID REQUIREMENTS	
<ul style="list-style-type: none"> Do first aid kits and equipment suit the hazards at the workplace or site? Are more first aid kits or equipment required? Are first aid kits and equipment accessible to workers? Are first aid kits and equipment well maintained and identifiable to workers? Is a first aid room required? Are first aid facilities well maintained? Do first aiders have the skills and competencies required and are their skills up-to-date? Do workers know how to access first aiders and first aid information? Are more first aiders needed? Do workers have access to first aiders at all times? Do workers and others (e.g. contractors and visitors) know what to do in an emergency situation? Is there easy access for emergency services, such as ambulance parking and access at site? 	Section 7.3.6 (PRO384)
8. FIRST AID REPORTING AND RECORD KEEPING	
(a) Details of the incident reporting process is available with all first aid kits.	Section 7.9 (PRO384)
(b) Workers must report all first aid incidents on the WHS incident report form and notify their immediate Supervisor.	Section 7.9 (PRO384) & PRO364
(c) First aid records (i.e. completed first aid risk assessments, checklists etc.) are held in TRIM with physical hard-copies securely kept / held at site in a manner that affords confidentiality (where required), easily accessible for audit and review process.	Section 7.10 (PRO384)

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- there is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.