Health, Safety and Wellbeing Procedure - First Aid

Section 1 - Purpose

(1) This procedure outlines processes and requirements for the management of first aid at Charles Sturt University (the University).

Scope

(2) This procedure applies to all staff, students, contractors and visitors associated with the University in the course of endorsed activities on and outside the University's campuses.

Section 2 - Policy

(3) Refer to the Health, Safety and Wellbeing Policy.

Section 3 - Procedures

Part A - Risk assessment and management

Risk assessment

(4) First aid requirements at the University will vary across campuses and workplaces according to the nature of hazards, tasks and the size and location of the workplace. First aid requirements must be implemented in accordance with the First Aid in the Workplace Code of Practice.

(5) A first aid risk assessment shall be conducted annually (or whenever there are major changes to the organisation or Code of Practice), by the Division of Safety, Security and Wellbeing (DSSW) to determine requirements for first aid management; ensuring arrangements are appropriate to the University's operational activities and risks. Records of risk assessments are to be held in the first aid register.

(6) The first aid risk assessment is to be conducted in consultation with the Work Health and Safety Committee to ensure workers have a reasonable opportunity to provide input to the provision of first aid.

(7) Note the following minimum requirements for each work area:

Risk level	Example area/activity	Requirements
Low risk	Offices, lecture rooms, meeting areas	One first aid officer per 50 people
Medium risk	Laboratories, grounds, food and beverage, animal handling and farm areas	One first aid officer per 25 people
High risk	Construction sites, field trips, remote areas and food and beverage after hours	One first aid officer per 10 people Officer must be present in each high-risk location.

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(8) DSSW is responsible for maintaining the first aid register including a record of first aid officer, risk assessments, location of first aid kits and automatic external defibrillators (AEDs).

First aid equipment

(9) The type, quantity and location of first aid kits and automated external defibrillators (AEDs) will be based on the annual first aid risk assessment conducted by DSSW.

(10) Upon request for a new first aid kit, Health, Safety and Wellbeing will review the relative levels of risk in an area and determine if additional resources are required.

(11) The University will ensure adequate resources to supply first aid equipment through the first aid budget managed by DSSW.

(12) Monitoring and replenishing of first aid kits and equipment (including AEDs) is the responsibility of University designated first aid officers. Further information on first aid kits can be found on the First Aid website.

(13) All areas that contain first aid equipment should display University first aid signage.

(14) AED are located on every campus. Locations are mapped on FMCentral.

Field trips and events

(15) Schools or units that are required to undertake activities away from their campus are required to conduct a risk assessment to assess the first aid needs for each type of excursion or field trip and ensure that sufficient numbers of suitable first aid kits and trained first aid officers are made available. Further advice can be sought from Health, Safety and Wellbeing.

(16) All University staff responsible for planning and organising events are required to conduct a risk assessment of the activity, to assess potential hazards and identify and control risks, so that the risks to health and safety of staff, students and visitors are minimised. It is the responsibility of the event manager to manage the risk assessment process before, during and after an event, including the provision of first aid supplies and trained first aid officers.

Part B - First aid officers

(17) First aid services at the University are provided by designated first aid officers (FAOs). The number of designated FAOs for each site is determined by the first aid risk assessment.

(18) Appointment to the role of FAO requires the appointee to accept the responsibilities that accompany the role and have successfully completed the following training:

a. Provide First Aid (HLTAID0011), which must be renewed every three years with a registered training organisation
b. Provide Cardiopulmonary Resuscitation (CPR) (HLTAID009), which must be renewed annually with a registered training organisation.

(19) Designated FAOs must re-apply for the FAO role every three years in line with their Provide First Aid certificate currency.

(20) FAOs are only required to provide first aid within the scope of practice provided by their level of training. University FAOs are not to exceed their training and expertise in first aid.

(21) FAO should refer patients to appropriate medical aid, relative to the nature of the incident, as soon as practicable.

Referral should be based upon generally recognised first aid principles. If there is any doubt to the assistance being provided, or the welfare of the patient, call 000.

(22) Staff can apply for the role of FAO when there is a vacancy and requirement to fill a designated FAO role. DSSW or the head of the organisational unit will request staff to apply via an expression of interest. Ideally, FAO are full-time continuing or long-term contract staff that work on campus a minimum of three days per week.

(23) A staff member appointed by the University as a designated FAO or senior FAO (in addition to their substantive position) who possesses the required qualifications and undertakes additional duties as required by the University will be paid the respective FAO allowance, in accordance with the Charles Sturt University Enterprise Agreement.

(24) The allowance is funded by the organisational unit. Appointment to the role of FAO must be approved by each manager/supervisor. Associated training costs for designated FAO is funded by the University and managed by DSSW.

(25) If an organisational unit wishes to increase the number of University designated FAO beyond the minimum number identified in the risk assessment, a request must be submitted to Health, Safety and Wellbeing and include approval for the FAO allowance to be paid from that organisational unit.

(26) FAOs are paid a first aid allowance for completing the following duties:

a. Delivery of prompt first aid to staff, students and visitors to the University, in accordance with their training
b. Ensuring 000 is contacted and emergency services are requested in an emergency situation or if in doubt
c. Ensuring campus security are notified of any emergency as soon as possible so they can assist/direct emergency services personnel to the scene
d. Arrangement of prompt and appropriate referral to medical aid as required
e. Completion of an incident/hazard notification via Incident and Risk Management System every time first aid is administered, detailing the incident and treatment provided
f. Maintaining the privacy and dignity of injured patients
g. Reviewing and restocking first aid equipment (including AEDs) in their area to ensure it is well maintained and available when required and keeping auditable records of inspections
h. Maintaining first aid signage, ensuring that their name and contact details are clearly displayed on the first aid kits and University website
i. Having a good working knowledge of the location of first aid kits, defibrillators and the location of other emergency equipment such as campus alerts, ‘what three words’ and the Emergency Flipchart
j. Prompt reporting to Health, Safety and Wellbeing of any unauthorised removal or abuse of first aid facilities or equipment
k. Ensuring that their first aid qualification(s) remain current and that they book their own refresher training when due
l. Submitting a copy of the certificate to Health, Safety and Wellbeing; note, failure to submit and hold a current certificate will result in nonpayment of the allowance.

(27) Senior FAOs are paid a senior first aid officer allowance for completing the FAO duties (above) as well as the following:

a. Leading the network of FAOs across campuses, ensuring adequate coverage and support
b. Mentoring and supporting FAOs, including inducting and orientation of newly appointed FAOs
c. Supporting the University with first aid risk assessments
d. Supporting DSSW with monitoring and restocking of first aid kits and equipment
e. Supporting audits and inspections of first aid equipment, ensuring AEDs and other equipment are tested and

maintained

f. Being available for complex or high-risk incidents.

(28) Campus Security Officers are able to provide assistance on University campuses outside of normal work hours and during business hours when a FAO may be unavailable, or the incident is complex. All Campus Security Officers are required to be trained in first aid and carry first aid equipment and a defibrillation unit in their vehicles.

(29) To cater for student needs in on-campus accommodation, outside of normal working hours, the University shall ensure that all Student Residential Advisors are trained in first aid.

(30) For any incident that may be distressing, a debriefing or wellbeing session may be arranged (by DSSW) for the injured person, FAOs, and any affected staff or student.

Indemnification

(31) Employees who hold current first aid certificates and who render first aid assistance during the course of their University duties shall be indemnified by the University in respect of legal actions taken against them, provided such assistance or lack of assistance is not proven to be the result of willful negligence. Consent to treat an injured person must always be obtained prior to treatment unless the person is unconscious.

Part C - First aid incidents response and reporting

Standard precautions for infection control

(32) Care must be taken to ensure the health and safety of the FAO before and during the administration of first aid. Safe work practices are to be utilised to minimise exposure to human blood and other body fluids. It should be assumed that all human blood or body fluids are potentially infectious, and the following precautions should be followed:

a. Practice good hygiene, particularly washing and drying hands before and after providing first aid.
b. Avoid contact with blood and other bodily fluids by using disposable gloves and eye protection whenever possible.
c. Always cover and protect open cuts or open wounds.
d. When performing mouth-to-mouth resuscitation, use a face shield or barrier guard whenever possible.
e. Thoroughly wash off any splashed blood with soap and water.
f. Wipe down any benches/floors that have come in contact with blood with warm water and neutral detergents. Please contact the University's cleaners to assist with the clean-up.
g. Dispose of all contaminated dressings in a plastic bag for safe disposal.
h. Follow appropriate handling and disposal of sharps.

(33) Immunisation against hepatitis b virus is available for all nominated FAOs. The cost of immunisation is to be covered by the University first aid budget managed by DSSW.

Transporting someone home from work/to the hospital

(34) Staff are not to transport a casualty by private or University vehicle to the hospital unless absolutely necessary and/or as instructed by an external healthcare professional.

(35) If an individual requires medical treatment and cannot make their own way to a general practitioner or a nearby hospital, then an ambulance should be called. Any costs associated with calling an ambulance shall be covered by the individual (unless this relates to an accepted workers' compensation claim).

(36) If a member of staff is unwell and wishes to go home, the University is not responsible for covering the cost of transportation.

(37) Campus security are not to transport any persons with an injury or illness.

(38) Campus security must be notified of all emergencies as soon as possible so they can assist/direct emergency services personnel to the scene.

Incident and injury reporting

(39) Any university related injury or incident, regardless of the severity, must be recorded by the attending FAO, injured person, supervisor or person in charge of the University activity using the University's online Incident and Risk Management System. For further information, please refer to the Incident Reporting and Investigation Procedure.

Injured persons

(40) Any staff member, student, contractor or visitor who is injured or becomes unwell on campus and requires assistance should either:

a. seek assistance from a nearby FAO or contact campus security on 1800 931 633; the FAO will assess the situation and provide first aid within the scope of their training.
b. call 000 for emergency services if the injury is serious, or if there is any doubt.

(41) Staff who are injured must notify their supervisor as soon as possible.

Section 4 - Glossary

(42) In this procedure:

a. First aid - means the immediate treatment or care given to an ill or injured person until more advanced care is provided or the person recovers.
b. First aid officer (FAO) - means a person who accepted the responsibilities of the designated role and 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.
c. 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.
d. Low risk workplace - means a workplace where workers are not exposed to hazards that could result in serious injury or illness. Potential work-related injuries and illnesses requiring first aid would be minor in nature.
e. Medium risk workplace – means a workplace where workers are exposed to some hazards that could result in serious injury or illness. Potential work-related injuries and illnesses requiring first aid would be minor in nature.

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