



## 9.4 First Aid Policy

<b>Name of Policy:</b>	First Aid Policy
<b>Section:</b>	WH&S
<b>Responsibility:</b>	All Employees
<b>Department:</b>	All Departments
<b>Location:</b>	All Offices

### Introduction

First aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. In an emergency situation first aid aims to maintain life, prevent further harm/injury, ease pain and prevents deterioration of the person's condition until professional help can be obtained.

### Scope

This policy applies to all staff, visitors and contractors at VISA.

### Roles and Responsibilities

The role of first aid personnel is to undertake the initial treatment of people suffering injury and illness at work. To carry out this function a minimum requirement of a current Senior First Aid Certificate is required.

A person possessing this qualification should:

- be able to undertake the **initial** treatment of injuries and illness occurring at the workplace;
- standard precautions for infection control;
- be able to record details of first aid given;
- maintain a first aid kit appropriate to the level of training undertaken and to the requirements for the particular workplace;
- ensure first aid skills are maintained at an acceptable level, including attending annual cardiopulmonary resuscitation refresher courses.

Additional responsibilities may also include:

- provision of advice to management about first aid facilities and services including first aid kits, rooms and procedures;

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Effective Date: 10 September 2013	Prepared By: Human Resources	
Revision Date:	Approved By: CFO/HR	



- maintenance of several first aid kits, a first aid room or other equipment such as Automatic External Defibrillators (AEDs);
- provision of quarterly summaries of first aid treatment records.

First Aid Officers must be willing to have their name, location and telephone number displayed at the workplace and be available to be called upon for the provision of first aid. This includes staff members who have a requirement for First Aid qualifications as part of their position description. First Aid Officers must advise Human Resources if they are relocated, redeployed or leaving the company so that replacement First Aid Officers can be identified and trained in a timely manner to ensure continuity of first aid provision.

### **Qualifications and Training**

A First Aid Officer must maintain a current Senior First Aid Certificate including cardiopulmonary resuscitation. A Senior First Aid Certificate is valid for three years; however annual refresher courses in cardio-pulmonary resuscitation are required. Details of First Aid training providers are available from Human Resources.

The cost of First Aid training will be met by the company. Staff must be released to undertake this training in paid work hours, or be granted time off in lieu.

It is the responsibility of the First Aid Officer to maintain qualifications including completion of an annual CPR refresher course in consultation with management and to inform Human Resources when qualifications are expiring and when they have been renewed.

### **First Aid/Rest Room**

First Aid/Rest Room may not be available at all VISA locations but a quiet area should be maintained for injured/ill persons to stay until transport to home or medical care can be arranged, or while waiting for recovery from a minor and temporary condition.

### **Record keeping and confidentiality**

The First Aid Officer should record the treatment given in the First Aid Treatment Record Book.

Health information obtained during provision of first aid, including medical conditions, treatment and the results of tests is confidential. Disclosure of this personal health information after the event can only be made with the person's written consent. Health professionals should not be approached without the person's written consent. The disclosure of health information without written consent is unethical and may be illegal in some instances.

**For further information please contact Human Resources.**

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