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Functional Flowchart

Not applicable

Objective

To provide a corporate standard that outlines the procedure for the **provision of first aid**.

Scope

This corporate standard applies to all SCL operated and / or maintained sites and vehicles.

Definitions

Biological Hazard: means substances which consist of, or which may contain micro-organisms or non-viable products of living matter, which can pose a risk to health. Biological hazards may be bacterial, fungal, viral or parasitic.

Body fluid/substance: includes any human bodily secretion or substance other than sweat (e.g. blood, lung, brain, stomach fluids, semen, urine and faeces.)

Cleaning: is the removal of soil and the reduction of the number of germs from a surface.

Competent Person: for the purpose of providing first aid, means first aid and medical personnel. For the purpose of restocking and maintaining first aid supplies / equipment, means first aid and medical personnel and companies providing such services.

Credible Emergencies: the types of emergency that could credibly occur at a SCL site based on the energies at the site.

- + + **Disinfection:** the inactivation of bacteria, viruses and fungi, but not necessarily bacterial spores, achieved by boiling or by chemical means (all items should be cleaned prior to disinfection).
- + **First Aid:** is the initial care given to persons suffering injury or illness, until more advanced care arrives or the person recovers.
- + **First Aid Facilities:** includes first aid kits, rooms, centres and all other first aid equipment.
- + **First Aid Personnel:** means a person with a recognised First Aid Qualification. Also known as a “First Aider”.

Qualification: means:

for a First Aider

- a) current Senior or Occupational First Aid qualification issued by an organisation authorised by the State or Territory approved authority;
- b) qualification equivalent to (a); and / or qualifications which provide for equivalent competencies.

for Medical Personnel:

- nurse registered with State or Territory Nursing Council; or
- medical practitioners registered with State or Territory Medical Board.

for Occupational First Aid: a First Aid Qualification for broad first aid management skills, including the maintenance of a first aid room and equipment as well as knowledge about workplace hazards and workplace health and safety legislation.

Sharps: objects (e.g. needle or similar) that may be contaminated with body fluids / substances and capable of causing a skin penetrating injury.

Standard Precautions (also known as universal precautions): are infection control practices that assume that all body fluids/substances are potentially infectious. Standard Precautions include good hygiene practices, use of personal protective equipment, and appropriate handling and disposal of sharps and other contaminated or infectious waste.

Worker: SCL employee or controlled contractor.

Responsibilities

OH&S Systems Manager

To maintain the currency and accuracy of the First Aid Corporate Standard reflective of legislative and corporate change

Station / Site Manager

To monitor the implementation of the First Aid Corporate Standard and allocate responsibilities and resources to ensure site-specific practices/procedures are developed to satisfy the Corporate Standard

First Aiders

To provide first aid and to comply at all times with the requirements specified within this Corporate Standard and any site-specific procedures

Workers

To comply at all times with the requirements specified within this Corporate Standard and any site-specific procedures

+ + First Aid Requirements

- + 1. First aid equipment, facilities and personnel are to be provided, and readily accessible / available to all workers.
2. First aid requirements are to be determined via a risk management / credible emergency approach.
- + Considerations are to include:
 - + Identification of the types/causes of work injuries and work caused illness;
 - + Assessment of the risk of work injuries and work caused illness;
 - + Selection of appropriate first aid facilities and services (i.e. first aid kits, personnel, rooms). Factors for **consideration during selection** include:
 - the nature of the work being undertaken at the workplace;
 - the size and layout of the workplace;
 - the location of the workplace;
 - the number and distribution of workers; and
 - Implementation of chosen first aid facilities and services; and
 - Evaluation of first aid facilities and services.

Note: Refer to Attachments 1 - 3, for suggested minimum contents of first aid kits.

First Aid Personnel

3. Only first aid personnel with current first aid qualifications are to provide first aid treatment to a person suffering from an injury or illness (where practicable).
4. Where necessary, a person with a current first aid qualification is to accompany an injured person off site (e.g. if transported to a medical facility etc.).

First Aid Kits / Equipment

5. A competent person (e.g. first aider) is to be responsible for maintaining first aid kit(s) and equipment including:
 - recommending actions regarding use, contents, modification and maintenance;
 - ensuring first aid kit is accessible;
 - checking and replenishing contents; and
 - ensuring equipment and contents are within expiry dates.
6. First aid kits are to be inspected **at intervals not exceeding 6 months**, to ensure contents are complete and within expiry dates. **Where possible, inspections are to be included in the site/area's inspection processes (e.g. Movex).**

An external service provider can be utilised to undertake point 6 and 7 above.

7. At least one appropriate first aid kit is to be provided at every SCL workplace.

Note: The need for first aid kits in SCL vehicles is to be determined through the risk management process. Refer to [Motor Vehicle Safety – HB# 560730](#).

8. The location of first aid kits is to be appropriately signed and visible and is to comply with AS 1319 – Safety Signs for Occupational Environment, as either a:
 - symbolic first aid sign (white cross on green background); or
 - symbolic first aid sign to indicate direction to first aid (white cross and arrow on green background); or
 - English text first aid sign (white 'First Aid' on a green background).

Note: Refer also to [Safety Signs – HB# 570000](#), for further information regarding safety sign requirements.

9. First aid kit container(s) are to be in accordance with the following:

- sufficiently sized to adequately house contents;
- be capable of being sealed and fitted with carrying handle;
- never be locked;
- marked on outside with a white cross and / or first aid kit wording on a green background;
- have attached on inside of lid (or in vicinity), first aid contents, emergency telephone numbers and contact details of first aid personnel; and
- kept clean.

10. First aid kits are to be located so as to be clearly accessible.

11. First aid kit contents are to be replenished as soon as practicable after use.

12. Pain relief medication (e.g. paracetamol, aspirin) is:

- not to be stored at or kept on sites that have easy access to supermarkets and/or pharmacies (i.e. an office in town);
- not to be kept in first aid kits; and
- only to be kept on site as a last resort where:
 - the site has a storage/management process in place; and
 - the only medication permitted to be kept onsite is paracetamol or aspirin in packets of less than 25 tablets (Prohibited medication includes cold and flu products, nurofen, codeine-based products, panadeine, disprin, Sudafed, Claratyne).

13. The [First Aid Record Form – Non-work Related](#) is to be kept with the first aid kits and is to be completed when first aid supplies or pain relief medication is used for non-work related injuries.

First Aid / Sick Room

14. A first aid / sick room is to be provided at SCL sites with more than 200 permanent personnel or where a risk assessment shows that treatment would be more effective with the provision of a first aid / sick room.

15. A competent person (e.g. OHS Nurse, first aider) is to be responsible for first aid / sick rooms and their contents.

16. The first aid room is to comply with the following (minimum):

- suitably located;
- access to room should be wide enough for wheelchairs and stretchers etc;
- convenient access for transportation (i.e. ambulance or vehicle);
- well lit and ventilated;
- readily accessible to toilets;
- have impervious floor covering;
- provide privacy for the person being treated;
- have suitable seating for workers waiting for treatment;
- minimum floor area of 14 square metres and in any case be able to fit furniture and equipment, with enough space for persons to work; and
- be clearly identified as a first aid room by a sign marked "First Aid" and (if required) a sign with a white cross on a green background.

17. The contents of the first aid sick room are to include the items listed in Attachment 4 - Requirements for First Aid Rooms.

18. First Aiders should be present when the first aid room is being used.

19. A notice is to be prominently displayed on the first aid room door stating:

- The name of the person in charge;
- The names of the first aider on duty;
- Location of nearest first aid personnel;
- Contact details for first aiders; and
- Emergency after-hours contact numbers.

20. First aid rooms are to be cleaned daily.

21. Sick rooms are to be cleaned regularly based on location and use.

Infection Control

22. Standard precautions are to be applied.

23. Thorough cleaning of all items should commence as soon as practical after use. Gloves should be worn during cleaning and care should be taken to avoid eye splashes. Gross soil should be wiped off, and the remaining soil cleaned off with warm water and detergent. After cleaning, items should be rinsed in clean water and stored dry.

24. First aid personnel are to ensure a high level of personal hygiene and hands are to be washed with soap and water:

- before and after providing first aid to an injured person; and
- after contact with body fluid/substance; and
- after taking off gloves.

25. Waterproof dressings are to be available for use by first aid personnel to cover cuts and abrasions.

26. No person is to eat, drink or smoke in any area where blood or other body fluids/substances may be present.

27. First aid personnel are to treat body fluids/substances and contaminated items in accordance with [Clean-up of Body Fluid / Substance Spills – HB# 559076](#) (where applicable).

28. The disposal of sharps are to be undertaken in accordance with [Safe Handling and Disposal of Sharps – HB# 560731](#).

29. All first aid personnel are offered Hepatitis A and B vaccinations.

Note: Refer to [Immunisation – HB# 560713](#), for further details regarding vaccinations and immunisation.

30. A spills kit is to be available where there is a risk of body fluid/substance spills.

Note: Refer to [Clean-up of Body Fluid / Substance Spills – HB# 559076](#), for further information regarding spill kits etc.

31. Contaminated waste is to be handled as per [Clean-up of Body Fluid / Substance Spills – HB# 559076](#).

- + + 32. The process for handling contaminated laundry/soiled linen is to be based on a risk management approach.
- + For example controls may include:
- + ■ Handling using gloves;
 - + ■ Sealing in leak proof bags;
 - + ■ Appropriate disposal; or
 - + ■ Laundering.
- + The Queensland First Aid Code of Practice may be referred to for specific information relating to the
- + laundering process.
33. Preference is to be given to single use disposable sterile items.
34. Disposable equipment is to be appropriately disposed of after use in accordance with Clean-up of Body Fluid / Substance Spills – HB# 559076 and is not to be reused.
35. The procedures for non-disposable equipment are as follows:
- Equipment that is to have contact with intact skin only and is not contaminated with body fluids/substances (e.g. bandage shears) is to be cleaned.
 - Equipment that is to have contact with intact mucous membranes (e.g. a mouth thermometer) is to be cleaned and disinfected after use.
 - Equipment that becomes contaminated with body fluids/substances such as kidney dishes and liquid containers are to be cleaned and disinfected.
 - Equipment which comes into contact with broken skin or penetrates the skin, or has contact with normally sterile body tissue, is to be cleaned and sterilised using an autoclave.
36. Appropriate PPE (in accordance with relevant Australian Standards), is to be provided to and worn by first aid personnel who may be exposed to a biological hazard (e.g. blood) when providing first aid. Examples of suitable PPE include:
- Protective Gloves*
- Disposable latex gloves are to be used where there is the potential for exposure to body fluids / substances. Disposable gloves are not to be reused. Where there is increased risk of infection (i.e. lots of blood) or of gloves being damaged (i.e. sharps / sharp edges) consideration should be given to “double gloving”.
- Note: When more than one person is being treated, a new set of protective gloves must be worn for each person.
- Eye Protection*
- Goggles or safety glasses are to be worn where there is a risk of body fluid / substance splashes entering the eyes (e.g. arterial bleeding injuries).
- Safety Footwear** is to be worn where there is a risk of the feet being punctured by sharp objects, such as glass or hypodermic needles.
- Resuscitation Masks** should be used where there is the risk of exposure to body fluid / substances when administering CPR / EAR.
- Surgical Masks** should be used where possible to assist with infection control.
- Note: Refer to Personal Protective Equipment – HB# 562508, for further requirements relating to selection, use and training.

+ + Site Specific Management

- + 1. Each site is to maintain an up-to-date list of the telephone numbers of relevant emergency personnel and organisations. This list is to be **easily accessible in the case of an emergency (eg. included in Red Book)** and is to include:
 - + **the current location (e.g. site address and building);**
 - + **the internal emergency number;**
 - + ambulance service;
 - the nearest doctor with whom arrangements have been made for emergency care;
 - the nearest hospital with an accident and emergency department;
 - the Poisons Information Centre; and
 - emergency services.
2. Details of all injuries and illness are to be recorded on a [Health, Safety and Environment Hazard / Incident Notification \(Yellow\) Form](#).

Training and Competency

1. First aid personnel are to undertake training as relevant:
 - [HS026 – Resuscitation Training Rationale – HB# 551028](#)
 - [HS027 – Senior First Aid Training Rationale – HB# 551029](#)
 - [OM003 – Advanced Resuscitation Training Rationale – HB# 551066](#)
 - [OM006 – Defibrillator Training Rationale – HB# 551069](#)
 - [OM007 – Entonox Training Rationale – HB# 551070](#)
 - [OM020 – Occupational First Aid ERT Training Rationale – HB# 551083](#)

 - [HS035 – Safe Handling & Disposal of Sharps Awareness Training Rationale – HB# 551035](#)
 - [HS031 – Clean Up of Body Fluid & Substance Spills Awareness Training Rationale – HB# 551032](#)
 - [HS029 – Animal & Insect Hazard Awareness Training Rationale – HB# 551030](#)
 - [HS033 – Immunisation Awareness Training Rationale – HB# 551033](#)
2. Workers are to be provided with information regarding on site first aid facilities and first aid personnel (eg. as part of their site induction) including:
 - Incident response procedures;
 - The location of first aid equipment and facilities in the workplace; and
 - Details of first aid personnel in the workplace.

Review

This corporate standard is reviewed every 3 years.

Links and References

[Animal and Insect Hazards – HB# 560770](#)
[Clean-up of Body Fluid / Substance Spills – HB# 559076](#)
[Immunisation – HB# 560713](#)
[Information Management – HB# 560221](#)
[Motor Vehicle Safety and Usage – HB# 560730](#)
[Personal Protective Equipment \(PPE\) – HB# 562508](#)
[Safe Handling and Disposal of Sharps – HB# 560731](#)

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- + + [Safety Signs – HB# 570000](#)
- + + [Worker's Rehabilitation and Compensation – HB# 559117](#)
- + [SCL Form: First Aid Record Form - Non-work Related](#)
- + [SCL Form: HS&E Hazard-Incident Notification](#)
- + [SCL Form: Immunisation Consent](#)
- + [SCL Form: Immunisation Letter to Medical Practitioner](#)
- + [HS026 – Resuscitation Training Rationale – HB# 551028](#)
- + [HS027 – Senior First Aid Training Rationale – HB# 551029](#)
- + [OM003 – Advanced Resuscitation Training Rationale – HB# 551066](#)
- + [OM006 – Defibrillator Training Rationale – HB# 551069](#)
- + [OM007 – Entonox Training Rationale – HB# 551070](#)
- + [OM020 – Occupational First Aid ERT Training Rationale – HB# 551083](#)
- + [HS035 – Safe Handling & Disposal of Sharps Awareness Training Rationale – HB# 551035](#)
- + [HS031 – Clean Up of Body Fluid & Substance Spills Awareness Training Rationale – HB# 551032](#)
- + [HS029 – Animal & Insect Hazard Awareness Training Rationale – HB# 551030](#)
- + [HS033 – Immunisation Awareness Training Rationale – HB# 551033](#)

QLD	Workplace Health and Safety Regulation, Part 21
QLD	First Aid Code of Practice 2004
VIC	Code of Practice – First Aid in the Workplace
WA	Code of Practice – First Aid, Workplace Amenities and Personal Protective Equipment
SA	Occupational Health, Safety and Welfare Regulations 1991, Part 2.11.
SA	Code of Practice – Occupational Health and First Aid in the Workplace
NSW	Occupational Health and Safety Regulation 2001, Part 2.
TAS	Workplace Health and Safety Act 1995, part 3.
NT	Work Health (Occupational Health and Safety) Regulations 1996, Part 7.
ACT	Code of Practice – First Aid in the Workplace

Queensland Health – Public Health Fact sheet – Medications used for first aid in the workplace.
NOHSC: First Aid Fact sheet
AS 1319: 1994 Safety Signs for the Occupational Environment

Attachments

- Attachment 1: Suggested Contents for Basic First Aid Kits
- Attachment 2: Suggested Contents for First Aid Kits (Remote Locations)
- Attachment 3: Suggested Contents for Trauma Kits
- Attachment 4: Requirements for First Aid Rooms
- Attachment 5: Audit Checklist

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Attachment 1: Suggested Contents for Basic First Aid Kits

Note: The specific quantities of first aid equipment in the first aid kit are to be determined after undertaking a risk assessment.

The suggested minimum contents for basic first aid kits includes:

- absorbent tissues;
- non allergenic adhesive tape
- betadine swabs
- approved type EAR mask or similar
- basic first aid guidance notes
- burns dressings
- conforming roller bandages
- cotton wool
- crepe bandages
- disposable gloves
- drinking vessel
- adhesive dressing strips
- eye wash solutions (single use only)
- gauze swabs
- hand wash
- hygienically clean plastic bags
- scissors
- splinter forceps/tweezers
- sterile eye pads
- surgical spears on applicator sticks (disposable);
- sterile eye pads
- triangular bandages
- waterproof adhesive tape
- kidney dish
- small dressings bowl
- sharps disposal container
- sterile saline solution or sterile water
- notebook and pen/pencil (for recording treatment given)
- emergency services telephone numbers and addresses
- name and telephone number of workplace first aider/s

Consideration should be given to having a defibrillator

Attachment 2: Suggested Contents for First Aid Kits (Remote Locations)

Note: Specific items and quantities of additional first aid equipment in the first aid kit are to be determined after undertaking a risk assessment.

The following items may be required **in addition to Attachment 1**, where a worker(s) is required to undertake activities in remote locations:

- broad crepe bandages for animal bites
- cervical collar for spinal / neck injuries
- stretcher and splint(s)
- emergency reference manual
- clean sheeting for treating shock
- thermal blanket for treating shock
- sunscreen SPF 30+
- independently wrapped antiseptic impregnated gauze dressing
- disposable wound cleaning swabs
- aluminium sulphate 20% (eg. Stingose) gel or other packs
- **potable water**
- **alcohol based hand gel or equivalent**
- **disposable gloves**
- torch or flashlight
- whistle for attracting attention

Attachment 3: Suggested Trauma Kit Contents

- + The following items may be required where there is a risk of more serious / traumatic injuries (e.g. as a result of a motor vehicle accident etc.):

+ ***Note: Specific items and quantities of additional first aid equipment in the first aid kit are to be determined after undertaking a risk assessment.***

- +
 - 5cm conforming bandage
 - 7.5cm crepe bandage
 - 10cm heavy crepe bandage
 - 15cm heavy crepe bandage
 - Triangular bandage - Calico
 - 7.5cm x 5cm non adherent dressing
 - 7.5cm x 10cm non adherent dressing
 - 7.5cm x 20cm non adherent dressing
 - 10cm x 10cm combine dressing
 - 10cm x 20cm combine dressing
 - 20cm x 20cm combine dressing
 - 43cm x 20cm combine dressing
 - No 13 wound dressing
 - No 14 wound dressing
 - 10cm x 10cm Burnaid dressing
 - 7.5cm x 7.5cm gauze swabs (3pk)
 - Eye pads
 - 12mm micropore tape
 - 25mm strapping tape
 - Butterfly closures - (10)
 - Fabric dressing roll
 - Fabric bandaids - (50)
 - Eye wipe
 - 30ml sodium chloride
 - Alcohol wipes
 - Iodine wipes
 - Shears
 - Splinter probes - disposable
 - Safety pins - (12)
 - Latex gloves
 - Merlin pocket mask for resuscitation
 - Thermal blanket
 - Plastic bags - (waste disposal)
 - First Aid hints book
 - Notepad/pencil

Attachment 4: Requirements for First Aid Rooms

- + +
- + Minimum requirements for First Aid Rooms (i.e. for sites with > 200 permanent employees) include:
 - first aid kit
 - sink and wash basin with hot and cold water supply
 - + ▪ resuscitation equipment
 - + ▪ soap, nail brush and disposable paper towels
 - work bench and/or dressing trolley
 - lockable cupboard for storage of medicines (where relevant)
 - cupboard for storage of dressings, utensils and linen
 - soiled dressings container with disposable lining
 - electric power points
 - steriliser
 - removable screen
 - sharps container
 - examination lamp
 - couch/bed (**waterproof surface**) with blankets, pillows and sheets and plastic pillow case
 - one armchair, two upright chairs and table or desk
 - telephone and/or emergency call system
 - portable stretcher
 - **lockable** record keeping facilities
 - **first aid manual**
 - **refrigerator or access to a refrigerator for storage of cold packs**
 - **designated receptacle for contaminated waste**
 - **disinfectant, mop, bucket, cleaning equipment**
 - **other equipment as identified in the risk assessment**

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Attachment 5: Audit Checklist

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SCL Site: _____ Date: ____ / ____ / ____ Conducted By: _____ Position: _____
(Print First & Last Names)

Item	Status			Action Required	Responsible Person	Completed (Insert Date & Initials)
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
First Aid Requirements						
First aid requirements determined via a risk management / credible emergency approach?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
First Aid Kits / Equipment						
Has a competent person been nominated to be responsible for maintaining first aid kits and equipment onsite?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is there a system in place to ensure first aid kits are inspected at intervals not exceeding 6 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Are first aid kit inspections included in the site's/area's inspection processes (e.g. Movex)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Has the need for first aid kits in SCL vehicles been determined through the risk management process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Are all first aid kit(s) appropriately signed and visible in accordance with AS 1319? <ul style="list-style-type: none"> ▪ symbolic first aid sign (white cross on green background); or ▪ symbolic first aid sign to indicate direction to first aid (white cross and arrow on green background); or ▪ English text first aid sign (white 'First Aid' on a green background) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>				

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Item	Status			Action Required	Responsible Person	Completed (Insert Date & Initials)
Are all first aid kits: <ul style="list-style-type: none"> ▪ sufficiently sized to adequately house contents? ▪ be capable of being sealed and fitted with carrying handle? ▪ never locked? ▪ marked with a white cross/first aid kit wording on a green background? ▪ fitted on inside of lid (or in vicinity) with, first aid contents, emergency telephone numbers and contact details of first aid personnel? ▪ kept clean? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Are all first aid kits located where they are clearly accessible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is there a process in place to ensure first aid kit contents are replenished as soon as practicable after use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Pain relief medication is not stored at or kept on sites where there is easy access to supermarkets and/or pharmacies (i.e. an office in town)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Is medication kept somewhere other than first aid kits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Where pain relief medication is stored/kept onsite does the site has a storage/management process in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Is the medication kept onsite limited to paracetamol or aspirin in packets of less than 25 tablets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Is the <u>First Aid Record Form - Non-work Related</u> : <ul style="list-style-type: none"> ▪ kept with first aid kits; ▪ completed when first aid supplies or pain relief medication is used for non-work related injuries; and ▪ returned to health and safety when completed. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				

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Item	Status			Action Required	Responsible Person	Completed (Insert Date & Initials)
First Aid / Sick Rooms						
Have appropriate first aid / sick room(s) been provided where required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Has a competent person been nominated to be responsible for the first aid / sick room (s) and their contents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Do first aid room(s) comply with the following:			NA <input type="checkbox"/>			
▪ suitably located?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ access to room should be wide enough for wheelchairs and stretchers etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ convenient access for transportation (i.e. ambulance or vehicle)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ well lit and ventilated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ readily accessible to toilets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ have impervious floor covering?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ provide privacy for the person being treated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ have suitable seating for workers waiting for treatment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ minimum floor area of 14 square metres and in any case be able to fit furniture and equipment, with enough space for persons to work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ be clearly identified as a first aid room by a sign marked "First Aid" and (if required) a sign with a white cross on a green background?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
First aid room(s) contains minimum requirements as per HB#560723: First Aid Facilities – Attachment 4?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Is there a system in place to ensure that First Aiders are present when the first aid room is being used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Does the first aid room have a notice attached to door containing:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
▪ Name of person in charge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
▪ Name of person on duty?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				

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Item	Status			Action Required	Responsible Person	Completed (Insert Date & Initials)
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Location of nearest first aid personnel? ▪ Emergency after-hours contact numbers? 						
Are first aid room(s) cleaned daily?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Are sick room(s) cleaned regularly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
Infection Control						
Is there a system in place to ensure that standard precautions are applied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is there a system in place to ensure that first aiders ensure a high level of personal hygiene and wash hands with soap and water at the times prescribed by this standard?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Are waterproof dressings available for use by first aid personnel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Are all first aid personnel offered Hepatitis A and B vaccinations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is contaminated waste handled in accordance with State / Territory and local government disposal requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is there a system in place to ensure the process for handling contaminated laundry/soiled linen is based on a risk management approach and infection controls are implemented?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is there a system in place to ensure that preference is given to the purchase and use of disposable items?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is non-disposable equipment appropriately cleaned and disinfected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is the appropriate PPE available and used by first aid personnel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				

First Aid

HB# 560723

Amd Date 21/09/07

Item	Status			Action Required	Responsible Person	Completed (Insert Date & Initials)
Site Specific Management of First Aid						
<p>Does the site maintain a list of telephone numbers which:</p> <ul style="list-style-type: none"> ▪ is kept up to date? ▪ Is easily accessible? <p>Includes:</p> <ul style="list-style-type: none"> ▪ the current location (e.g. site address and building)? ▪ the internal emergency numbers? ▪ ambulance service? ▪ the nearest doctor with whom arrangements have been made for emergency care? ▪ the nearest hospital with an accident and emergency department? ▪ the Poisons Information Centre? ▪ emergency services? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Are details of all injuries/illnesses recorded on the HS&E Hazard/Incident Report (Yellow) Forms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Training and Competency						
All workers on site provided with information /instruction regarding on site first aid facilities, services and personnel during induction(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
<p>Are all first aid personnel provided with information/instruction in accordance with (where relevant):</p> <ul style="list-style-type: none"> HB#551066-Advanced Resuscitation HB#551030-Animal & Insect Hazard HB#551032-Clean Up of Body Fluid & Substance Spills HB#551069-Defibrillator HB#551070-Entonox HB#551033-Immunisation HB#551083-Occupational First Aid ERT 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>			

First Aid

HB# 560723

Amd Date 21/09/07

Item	Status			Action Required	Responsible Person	Completed (Insert Date & Initials)
	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
HB#551028-Resuscitation	<input type="checkbox"/>	<input type="checkbox"/>				
HB#551035-Safe Handling & Disposal of Sharps	<input type="checkbox"/>	<input type="checkbox"/>				
HB#551029-Senior First Aid	<input type="checkbox"/>	<input type="checkbox"/>				

Other / Further Details:

+

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Signature of Person Conducting Inspection: _____

Copies Provided

to: _____

(Print First & Last Names)