WHS OP012 (interim) First Aid Procedure

Section 1 - Overview

(1) First aid provides the initial and immediate attention to a person suffering an injury or illness. The University will provide first aid facilities and resources that are adequate for the initial response to injury and illness that may arise at the workplace.

Section 2 - Scope

(2) Legislative requirements relating to the provision of amenities and assistance in emergencies and minimum compliance requirements for first aid kits and first aid training are set out in the Work Health and Safety Regulation 2017 and the Safe Work NSW First Aid in the Workplace Code of Practice 2015.

(3) The provisions in this Procedure apply to University Representatives and Students undertaking university activities.

Section 3 - Procedure

General

(4) The University will provide first aid facilities and resources that are adequate for the initial response to injury and illness that may arise at the workplace.

(5) When determining how many First Aid Officers are required at the University the following factors may be considered:

a. number of people at a particular location;
b. staff movements over the preceding review period;
c. type of work/activity being undertaken; and
d. Location of the workplace.

First Aid Officer Qualifications

(6) First Aid Officers must hold/be a:

a. current first aid certificate issued after successful completion of a WorkCover approved first aid course; or
b. person who holds a current occupational first aid certificate issued after successful completion of a WorkCover approved first aid course; or
c. level 3 or greater New South Wales ambulance officer; or
d. registered nurse; or
e. Medical practitioner.

(7) The University will be responsible for the provision of suitable training for identified First Aid Officers. Individual Cost Centres will be responsible for the costs associated with that training.

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Selection of First Aid Officers

(8) Where the need for one or more First Aid Officers is identified, expressions of interest will be called from amongst the staff in the relevant area/s to fill the positions.

(9) The selection of the appropriate First Aid Officer will be determined by the relevant Head of Cost Centre.

(10) Upon appointment, a First Aid Officer will be formally notified by People and Culture, and a copy of the notification and their qualifications will be placed on their Personnel file.

(11) Upon attainment of the relevant qualification, the allowance will be initiated for the period of the currency of the qualification.

(12) Towards the end of the period of currency of the qualification, First Aid Officers will be advised that they need to renew their certification if they wish to continue in the role.

(13) Training will be organised by the Organisational Development unit both for new First Aid Officers, and/or for renewing the qualifications of existing First Aid Officers.

(14) First Aid Officers will ensure that an Incident Report Form is completed for every incident that they attend.

First Aid Allowance

(15) All officially appointed First Aid Officers will receive a First Aid Allowance to carry out their role, if such an allowance is set out in a current UNE Collective Agreement.

(16) Such appointment and allowance will only apply for as long as:

a. the First Aid Certificate is current;
b. the staff member is willing to carry out the role; and
c. The staff member remains in the same geographic location.

(17) Where a staff member who is currently a First Aid Officer accepts, or is transferred/redeployed to another position in the University, the continuation of their allowance will be subject to the need for a First Aid Officer in the new position/area.

(18) Where a staff member is on leave without pay, the First Aid Allowance will not be paid for that period.

(19) The First Aid Allowance will continue to be paid where a staff member is on annual leave.

(20) For other types of leave in excess of four weeks, the First Aid Allowance will not be paid for that period.

(21) Where there is a requirement in a staff member's substantive Position Statement to continue to hold such a qualification staff will not receive the allowance.

First Aid Kits

(22) The University will ensure that adequately stocked first aid kits are available and under the control of a First Aid Officer.

(23) All kits will be compliant with the provisions of First Aid in the Workplace Code of Practice. In addition, depending on risk assessment outcomes for individual areas, additional items or equipment may be required.

(24) The Head of Cost Centre is responsible for nominating a person to be responsible for ensuring that any

specialised or remote first aid kits are adequately stocked and the items maintained.

(25) The cost of replenishment of supplies for first aid kits is the responsibility of the Cost Centre.

First Aid Room

(26) The University will use a risk management approach for the provision of designated First Aid Room/s, sick bays, quiet rest areas or facilities for administering first aid facilities as defined by risk assessment.

(27) The UNE Life Healthcare Centre is available for injured staff and medical emergencies.

(28) Trained first aid personnel in charge of first aid room must:

a. hold a current occupational first aid certificate issued after successful completion of a WorkCover approved first aid course; or
b. be a Level 3 or greater New South Wales ambulance officer; or
c. be a registered nurse; or
d. Be a medical practitioner.

(29) Additional "sick bay" areas may be designated in various locations on campus.

Special Events

(30) For special events, such as graduations or open days, when large numbers of visitors are on campus, additional first aid facilities and persons qualified to administer first aid may be required.

Off campus

(31) Where University Representatives are working off campus at a workplace controlled by another entity, first aid provisions will be as provided by the other entity.

(32) University Representatives who are required to undertake activities away from the campus are required to carry out a risk assessment. Suitable first aid requirements will be identified as an outcome of completing the fieldwork risk assessment process.

Authority and Compliance

(33) The Director People and Culture, pursuant to the University's Workplace Health and Safety Rule, makes these Procedures.

(34) University Representatives and Students must observe these Procedures in relation to University matters.

(35) These Procedures operate as and from the Effective Date.

(36) Previous Procedures relating to first aid are replaced and have no further operation from the Effective Date of this new Procedure.

Section 4 - Definitions

For the purposes of this document the following definitions apply.

(37) First aid is the immediate treatment or care of a person suffering a from an injury or illness until more advanced care is provide3d or the person recovers.

(38) First aid Officer is a person who has successfully completed a nationally accredited training course and has been appointed as a First aid Officer by Head of Cost Centre or equivalent.

(39) First aid facilities include first aid rooms. Health centres, clean water supplies and other facilities needed for administering first aid.

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Status and Details

Status	Current
Effective Date	20th September 2016
Review Date	21st September 2020
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	7th September 2016
Expiry Date	Not applicable
Unit Head	Anthea White Director People and Culture
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Glossary Terms and Definitions

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.

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