



First Aid

Australian Education Union ACT Branch Policy

Policy Number	POL040	Version	2.0
Last Reviewed	December 2018	Next Review	December 2021

INTRODUCTION

First aid is an important aspect of workplace safety, requiring trained First Aid Officers, appropriate supplies and facilities. The Union will endeavour to provide appropriate and adequate first aid in the event of a person sustaining an injury or illness.

PURPOSE

The purpose of this document is to identify how the Union will make first aid available in the Union office.

POLICY

First Aid Officers will be identified and appropriately trained at the cost of the Union.

A First Aid Risk Assessment will be completed by the Health and Safety Representative (HSR) for the Union office and reviewed in conjunction with this policy.

First aid supplies will be available in an appropriately identified and accessible location in the Union office, with the contents maintained by First Aid Officers.

No specific first aid room will be identified at the Union office. In the event of injury or illness a meeting room will be made available to any person requiring first aid.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that employees are aware of this policy.

It is the responsibility of the Business Manager to identify two Union employees as First Aid Officers and ensure they maintain current first aid certification.

It is the responsibility of the HSR to complete and review the First Aid Risk Assessment.

It is the responsibility of the HSR to be the liaison between staff and management.

It is the responsibility of First Aid Officers to maintain first aid supplies and documentation.

PROCEDURES

1) First Aid Officer Selection & Training

- Any employee interested in becoming a First Aid Officer should express their interest to the Business Manager.
- The Business Manager will maintain two First Aid Officers from office employees with preference given to individuals who are office based and have a current First Aid certification.
- Attendance at first aid training and refresher courses will be considered normal work hours and paid for by the Union.



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- First Aid Officers will be required to provide the Business Manager with a copy of their training certificate.
- First Aid Officers can chose to receive a Hepatitis B vaccination paid for by the Union.
- Photos of designated First Aid Officers will be displayed on the Union office Workplace Health & Safety board.

2) First Aid Officer Responsibilities

First Aid Officers will:

- Regularly inspect and maintain first aid facilities.
- Administer appropriate first aid in accordance with their training.
- Complete appropriate first aid documentation.
- Maintain confidentiality with regard to information obtained as part of their role.

3) First Aid Kit

- The first aid kit will be easily recognisable, unlocked and located in an accessible location at the Union office. The first aid kit will contain the standard recognised office first aid kit items and other items if identified as reasonable by the First Aid officer/s. This may include, but is not limited to:
 - Basic first aid notes.
 - Disposable gloves.
 - Resuscitation mask.
 - Individually wrapped sterile adhesive dressings.
 - Sterile eye pads.
 - Sterile coverings for serious wounds.
 - Triangular bandages.
 - Safety pins.
 - Small, medium and large sterile unmediated wound dressings.
 - Non-allergenic tape.
 - Rubber thread or crepe bandage.
 - Scissors.
 - Tweezers.
 - Sterile saline solution.
 - Plastic bags for disposal.
 - Any other items as informed by the First Aid Risk Assessment.
 - First Aid Record book.
- The first aid kit will be reviewed monthly by the First Aid Officer and replacement stock ordered as required. This will be documented in the first aid log book located in the first aid kit.



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5) Defibrillator

- A defibrillator will be available in an easily recognisable and accessible location in the Union office.
- Defibrillation training will take place at least every two years.

6) Provision of First Aid

- If first Aid is required the First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.
- Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital the First Aid Officer will request the appropriate transport be arranged.
- As soon as practicable after the provision of First Aid, the First Aid Officer will document in the First Aid Log book:
 - Date and time of administration of first aid
 - Name of recipient.
 - Description of illness or injury
 - Treatment provided.
 - Outcome.
 - Supplies used.
 - Name of First Aid Officer.
- If the injury is work related, the First Aid Officer must complete an Incident Report and provide it to the Business Manager, who will notify the relevant insurer.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.