



FIRST AID POLICY & PROCEDURE

Adoption Date: August 2015

Review Date: 14 May 2020

Responsible Officer: WHS Officer Rehabilitation Coordinator

POLICY STATEMENT

Walgett Shire Council is committed to the provision of an effective First Aid service in the event that any worker, contractor, visitor or others may be affected by accidents, incidents, and / or injuries arising from the work carried out at Walgett Shire Council.

Objectives:

Walgett Shire Council will ensure that:

- The legislative requirements for First Aid are complied with
- The workplace hazards relative to council's operations have been considered when equipping and staffing the First Aid service
- Adequate equipment, facilities, supplies and staffing have been provided
- First Aid personnel have been trained and are deemed suitable for their position
- First Aid treatment is recorded
- The First Aid treatment records will be examined and reviewed with the view to developing strategies for the prevention / reduction of workplace injuries, incidents and illnesses
- Where required, injured personnel will be transported by ambulance to hospital.

Scope

This policy will apply to all Management, Workers, Contractors, Visitors and Volunteers of Walgett Shire Council and requires the full cooperation and assistance of all personnel. This policy will apply to all sites where Walgett Shire Council performs work.

Any work that is carried out by Walgett Shire Council or for Walgett Shire Council must comply with the relevant sections of the Work Health and Safety Act 2011 & Work Health and Safety Regulations 2017 and relevant Codes of Practice.

Procedure

The purpose of this procedure is to assist Walgett Shire Council to provide reasonable first aid assistance to persons suffering an injury or illness in the workplace.

Scope

This policy will apply to all Management, Workers, Contractors, Visitors and Volunteers of Walgett Shire Council and requires the full cooperation and assistance of all personnel. This policy will apply to all sites where Walgett Shire Council performs work.

Any work that is carried out by Walgett Shire Council or for Walgett Shire Council must comply with the relevant sections of the Work Health and Safety Act 2011 & Work Health and Safety Regulations 2017 and relevant Codes of Practice.

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Definitions.

First Aid

Is the initial and immediate treatment required to save the life of an injured or ill person until such time as professional medical assistance can be rendered.

First Aid can also relate to the comfort of a sick or injured person.

First Aid aims to:

- Preserve life
- Protect the Unconscious
- Prevent further injury
- Promote recovery

First Aid Officer

Means a worker who holds a current accredited First Aid qualification and who has been appointed as a First Aid Officer as per the Local Government (State) Award 2017 at Walgett Shire Council.

References.

Work Health and Safety Act 2011 – Part 2, clause 17.

Work Health and Safety Regulation 2011 – Chapter 3, Division 3, Clause 42

WorkCover First Aid in the Workplace Code of Practice

Local Government Act 1993

Workers Compensation Act 1987 No.70

Workplace Injury Management and Workers Compensation Act 1998 No 86

Local Government (State) Award 2017

Compliance

Failure to comply with this policy and procedure or any procedure produced in accordance with this policy or procedure may result in disciplinary action in accordance with Walgett Shire Council's current discipline policy.

Council's Responsibilities

Walgett Shire Council has a responsibility to ensure there is adequate first aid provided at each site. This includes:

- Adequate and appropriate first aid kits at each work site
- All workers have access to first aid facilities
- An adequate number of workers are trained to administer first aid
- Every first aider has a current certificate
- Every first aid treatment is recorded
- Ensure there are first aid kits in all company vehicles including trucks etc

Managers and Supervisors Responsibilities

Managers and Supervisors are responsible for ensuring that:

- The objectives of this policy are implemented into work practices, and
- The first Aid service continues to meet Walgett Shire Council's needs.
- Ensure that the first aid facilities in each area are assessed every year to ensure that they are appropriate to Council's needs. The assessment will include consultation with the First Aid Officers and workers. A copy of the assessment shall be kept as a record. The assessment will have regard to:
 - (a) The nature of the work being carried out at the workplace,
 - (b) The nature of the hazards at the workplace,
 - (c) The size and location of the workplace,
 - (d) The number and composition of the workers and other persons at the workplace.

Worker and Contractor Responsibilities

In any situation where first aid is required or an incident resulting in an injury has occurred, a qualified First Aid Officer must be notified immediately. To enable this to occur, the following steps should be taken:

- Ensure that you know the name and the telephone / mobile contact number for the nominated First Aid Officer in your area,
- Notify the First Aid Officer and state the location and situation
- Make the incident area as safe as possible,
- If conscious, try to keep the person calm,
- Stay with the injured person until the First Aid Officer arrives,
- Assist with the care of the injured person as directed by the First Aid Officer

First Aid Officer and Safety Considerations

Walgett Shire Council First Aid Officers shall:

- Ensure that their first aid qualifications are current. Note: Walgett Shire Council First Aid Officers will be trained to undertake Workplace First Aid by completing the necessary First Aid training as per the national requirements. Certificates are to be renewed every three years to remain current. The costs of approved First Aid Certificate Courses will be met by Walgett Shire Council.
- Provide first aid treatment only to their level of qualifications and experience
- Recommend further treatment or actions as required (i.e) call an ambulance
- Keep up-to-date emergency contact information
- Have a detailed knowledge of Council's First Aid policy and procedures.
- Participate as requested in any review of the First Aid Policy and Procedures
- Record accurate details of each person treated for first aid using council's current Incident Report Form
- Ensure that a current list of contents is maintained in every First Aid kit under their responsibility
- Restock and maintain allocated kits including checking the contents (ie) Expiry dates etc.
- Have a knowledge of the hazardous substances used in their designated First Aid areas and know where the SDS sheets are located, and have a general knowledge of the treatments recommended in the SDS for those areas.
- It is the responsibility of the First Aid Officer to ensure that their first aid qualifications are maintained.
- Senior First Aid Courses and re-fresher courses will be coordinated through Human Resources. Copies of certificates will be kept on an employee's staff file.

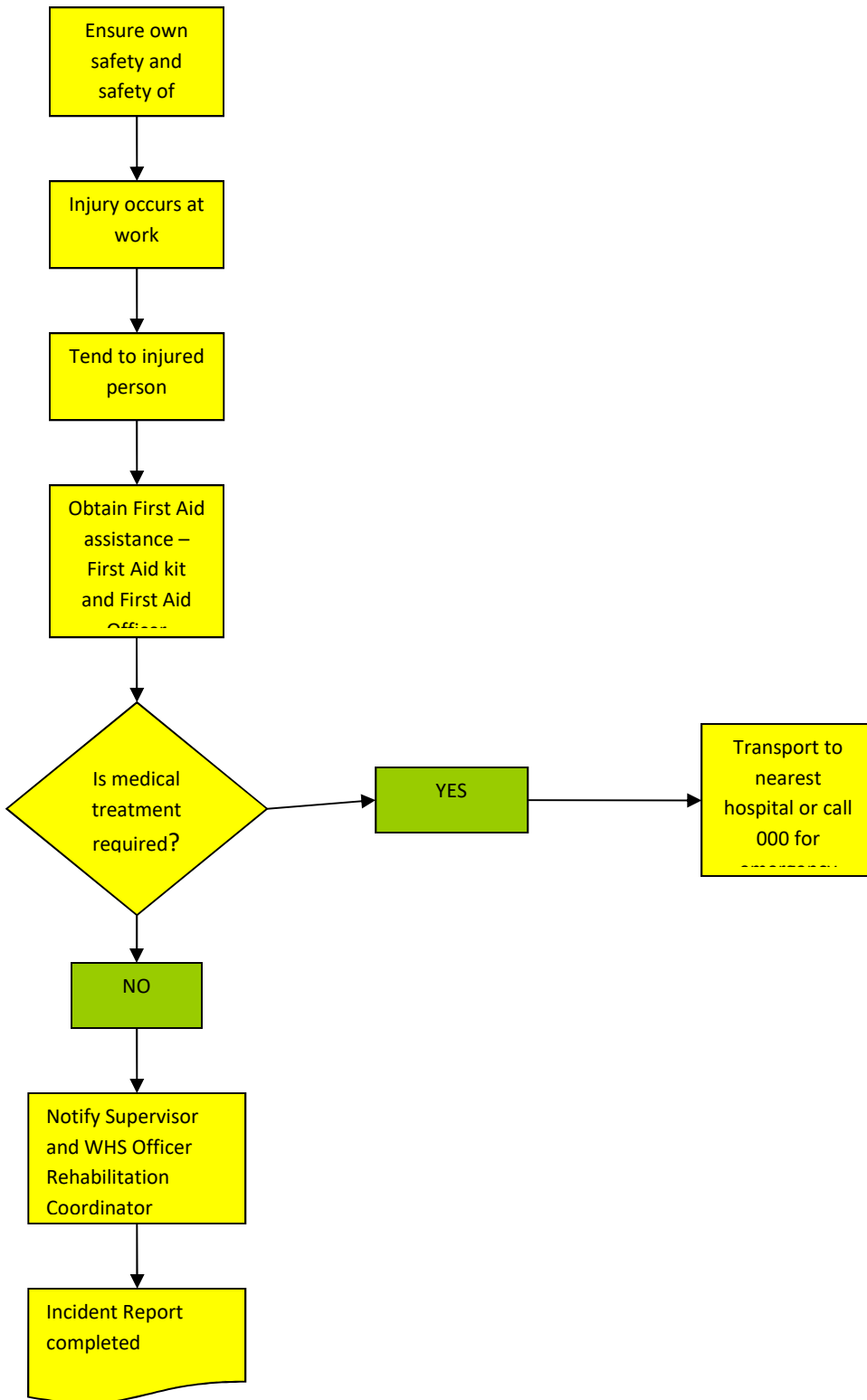
First Aid Officers are at all times responsible for **protecting themselves from infection and injury**.

Things to remember:

- Treat all people as being potentially infectious
- Always wash your hands immediately after treatment of an injured or ill person
- Cover any cuts you may have with waterproof dressings
- Always wear disposable gloves when treating Workers or customers
- Always wear a one-way mask when providing mouth-to-mouth resuscitation.

Reporting Accidents and Incidents

- Every work illness or injury, regardless of its severity, must be reported to the immediate supervisor.
- All incidents must be reported on Walgett Shire Council's Incident Report Form and lodged with Council's WHS Officer Rehabilitation Coordinator before end of shift to enable an investigation to be undertaken.



First Aid Officer Training

The appointment of designated First Aid Officers is to be undertaken by the Work Health and Safety Officer Rehabilitation Coordinator every twelve months in consultation with employees and Human Resources. As a general guide the following workplaces should have a designated First Aid Officer appointed:

- Administration Building
- Libraries
- Visitor Information Centre
- Council Depots
- Council Workshop - Walgett
- Work Crews with three or more workers
- Regulatory Officer
- Lone Workers

Employees appointed as First Aid Officers should:

- Show evidence of a capacity to deal with injury and illness and be able to relate well to other staff;
- Be in reasonable health;
- Be present in the designated workplace for a majority of normal working hours, Monday to Friday and be able to be called away from their ordinary work at short notice;
- Be able to act calmly in an emergency; and
- Be able to competently record all injuries and treatment given on an Incident Report Form.

First Aid Officers shall be paid an allowance in addition to their weekly rate accordance with Clause 15 (xiii) First Aid in the workplace, First Aid work allowance (a) Local Government (State) Award 2017.

A First Aid Officer may request in writing at any time to cease responsibilities as a First Aid Officer. Consequently appointment of a new First Aid Officer for the particular area will be undertaken as soon as possible after the position becomes vacant and once organisational requirements are assessed.

A list of all first aid trained employees shall be held by the Human Resources department.

Emergency evacuation arrangements and site kits must identify First Aid Officers and other first aid trained employees.

Council will continue to promote first aid training to all interested employees. However only appointed First Aid Officers will receive a first aid allowance in accordance with Local Government (State) Award 2017.

Orders to replace stock shall be raised by the First Aid Officer and forwarded to stores as appropriate. This should be done soon after a stock item is used or noticed missing during an inspection.

Requirements for First Aid (Code of Practice –First Aid in the Workplace 2012)

Item	Kit contents
	Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1

Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

First Aid Equipment – First Aid Cabinet Contents

The following is a description of items that must be in the first aid cabinet.

QTY	Description
1	Adhesive dressing strip – 7.5cm width x 1 metre
50	Adhesive strips – detectable (blue)
1	Adhesive tape – Hype allergenic, 1.25cm
1	Adhesive tape – elastic, 2.5cm
1	Bactisidal antiseptic wipes – packet of 10
1	Bandage – 10cm cotton crepe
1	Bandage – 7.5cm cotton crepe bandage
1	Bandage – 5cm cotton crepe bandage
1	Betadine lotion – 50ml
1	Burn Dressing – large
1	Burn Dressing – Medium
1	Chemical Cold Pack (strike and use)
1	Combine wound dressing – Large
1	Combine wound dressing – Medium
1	Combine wound dressing – Small
1	Cotton tipped applicators – packet of 50
1	CPR instruction card – laminated
10	Dressings – 7.5cm x 7.5cm, non adherent
3	Drinking tumblers – disposable
2	Eye pads – sterile
1	First aid kit contents list – laminated
1	Gauze Swab 10cm x 10cm – sterile
1	Kidney dish – small plastic
10	Latex gloves – disposable
1	Plastic bag with seal for amputated parts – medium
1	Rescue blanket – silver space
1	Resuscitation mask with no returnable valve
1	Safety pin – large
1	Saline for eye washing – 30ml sterile
1	Scissors – 12.5cm
1	Splinter forceps
1	St John Ambulance book “Simple First Aid” – pocket size
1	Triangular bandages – large
1	Wound closure strips – large
	Additional items not stored in kits
2	Large reusable cold packs to be stored in staff room fridge

First Aid Kits

First Aid Kit A: Construction sites at which 25 or more persons work or other places of work at which 100 or more persons work.

First Aid Kit B: Construction sites at which fewer than 25 persons work or other places of work at which fewer than 100 and more than 10 persons work (worksites and workshop).

First Aid Kit C: Places of work other than construction sites which 10 or fewer persons work (company vehicles).

First Aid Kit Contents & Quantities

Item Description	First Aid Kit Type		
	A	B	C
	Quantity		
Adhesive dressing tape – 2.5cm x 5.0cm	1	1	
Adhesive plastic dressing strips – sterile – packets of 50	2	1	1
Bandage – 5cm - cotton crepe	3	1	1
Bandage – 10cm - cotton crepe	3	1	
Swabs pre-packed antiseptic – packets of 10	1	1	
Triangular Bandages – minimum 90cm	8	4	1
Wound dressing – sterile large non medicated	10	3	1
Dressings – 7.5cm x 7.5cm – non adherent	5	2	
Gauze swab – pre-packed 10cm x 10cm sterile – packets of 10	1	1	
Plastic bag with seal for amputated parts:			
SMALL	2	1	1
MEDIUM	2	1	1
LARGE	2	1	1
Scissors – blunt short-nosed 12.5cm	1	1	
Safety Pins – packets	1	1	1
Eye pads – sterile	5	2	
Gloves – Disposable	10	4	2
Rescue Blanket Silver Space	1	1	
Splinter Probes (disposable)	1	1	1
Sterile eye wash solution 10 ml single use ampules	12	6	
First Aid pamphlet as approved by WorkCover	1	1	1

Syringes

If a Worker discovers a needle or syringe it should be brought to the attention of a First Aid Officer. The First Aid Officer should dispose of the syringe in the following method:

- Obtain puncture resistant gloves.
- Disposable tong, puncture proof container.
- Wear the gloves while picking up the syringe with the disposable tongs. Place the syringe in the puncture proof container and dispose of the container correctly at a chemist or hospital.

If a Worker suffers a needlestick injury the procedures detailed in council's SHARPS AND NEEDLESTICK INJURY policy must be followed:

- First aid
- Detailed report
- Baseline testing
- Counselling
- Follow-up
- Complete Documentation

Revision Register

Edition	Issue Date	Review Date	Authorised by	Position
1	March 2016	March 2017	Don Ramsland	General Manager
2	March 2017	August 2017	Don Ramsland	General Manager
3	May 2020	May 2021	Michael Urquhart	A. General Manager