



First Aid Policy

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Disclaimer: This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only. It does not provide legal advice on meeting your obligations.

First Aider Information/Responsibilities

- First, aider training will detail the expected responsibilities and roles of all workers, reporting details and emergency response procedures. This will also include the required parameters to be deemed competent to handle the emergency;
- The Manager will ensure that all workers under their control have received training in emergency response;
- New workers will receive information, training and instruction on first aid procedures at the earliest opportunity, e.g. induction;
- First-aid workers and their associated responsibilities are detailed in the *First Aid Worker Register*.

At Xyz Company Proprietary Limited, *Responsible person/s* will ensure:

- all workers are informed and aware of the location of First Aid Kits and First Aid Rooms;
- all workers are informed and aware of the location and contact details for FAO's;
- regular audits of First Aid Kits contents (including vehicle or mobile location kits) and contact details;
- the documentation of all treatment, injuries and illness;
- First Aid Officers will receive adequate first aid and resuscitation training from a registered training organisation, can perform first aid duties and are willing to provide first aid treatment as required.

All workers will be provided access to first aid equipment and trained first aid personnel. An appropriate number of first aid personnel will be available at all times with consideration of:

- number, location and content of equipment;
- first aid procedures;
- the number of required trained personnel (including access for Subcontractors as needed). As per the relevant Code of Practice for First Aid Equipment Facilities and Training for recommended number and placement of first-aid officers;
- signage (design and use of first aid signs will be as per the relevant AS/NZS);
- personnel must not attempt first aid beyond their training or experience.

The location of all first aid facilities and equipment is detailed on the applicable workplace plan.