

FIRST AID PROVISION PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines how CQUniversity will manage first aid resources and meet or exceed legislative obligations to eliminate or minimise the risks associated with injury and/or illness.
- 1.2 This document should be read in conjunction with the [Model Code of Practice: First aid in the workplace](#).

2 SCOPE

- 2.1 This procedure applies to CQUniversity employees, students, contractors and their employees, and visitors whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site.

3 PROCEDURE

3.1 If necessary – call emergency services without hesitation


Using a conventional telephone	Using a mobile telephone	Using the SAFEZONE App
To report a situation that MIGHT BE AN EMERGENCY – report it immediately to Emergency Services, then Security		
Emergency services: Call 000* * If using a University telephone extension, dial 0 first for an external connection.	Call 000 or 112	Tap EMERGENCY then Tap CALL 000 to call Emergency Services
Campus security: Call 1331 from any University telephone extension OR Call 0418 792 982* * If using a University telephone extension, dial 0 first for an external connection.	Call 0418 792 982	Tap EMERGENCY then Tap ALERT SECURITY to call Campus Security
If you need MEDICAL ASSISTANCE call Campus Security:		
Call 1331 from any University telephone extension OR Call 0418 792 982* * If using a University telephone extension, dial 0 first for an external connection.	Call 0418 792 982	Tap FIRST AID Campus Security will know your location and will direct a qualified First Aider to assist you.

- 3.2 A risk management approach, as described in the Model Code of Practice: First aid in the workplace, will be used to determine the level of first aid resources via the [Job Safety Analysis Template](#) (which includes a Risk Assessment). This approach will also be used to determine the number of appointed first aid officers, number of first aid kits and the contents of those kits that will be provided in each business area.

First aid officers

- 3.3 Dependent on the outcomes of the job safety analysis and risk assessment, ideally there should be at least one appointed first aid officer for each business area at each location, and an alternative to assume duties if the appointed person is unavailable. This alternative could be an appointed first aid officer from another business area or a University Security Officer.
- 3.4 A current list of appointed first aid officers is available by contacting University Security.
- 3.5 The University encourages employees to obtain first aid certification as part of their personal development.
- 3.6 First aid officers may be considered for formal appointment, and therefore eligible for receipt of the first aid allowance via the [Confirmation of Appointment as a First Aid Officer Form](#). This allowance is paid as per the [CQUniversity Enterprise Agreement](#) whilst they remain appointed and maintain the currency of their credentials. Any gap in service (e.g. between the expiry of certification and the reinstatement of certification) will not be remunerated.
- 3.7 Other first aid officers who hold certification who are not formally appointed may choose to provide assistance on a voluntary basis as required.
- 3.8 University security officers and appointed first aid officers will hold a current nationally-accredited certification (e.g. Apply First Aid and Cardiopulmonary Resuscitation) or equivalent, and will undertake their duties according to the training they have received.
- 3.9 The term of appointment for first aid officers will coincide with the currency of their certification and will undertake responsibilities and reporting duties as outlined later in this document.
- 3.10 The costs associated with certification and recertification of appointed first aid officers will be the responsibility of the business area.

First aid kits

- 3.11  First aid kits will be placed in conspicuous and easily accessible locations, and will be indicated with respective signage and via the interactive floor plan in the University's [Fire Evacuation Program \(FEP\)](#). Where a first aid kit is hidden from clear view (e.g. in a cupboard) the standardised first aid sign (white cross on a green background), as per the Australian Standard AS1319-1994 Safety signs for the occupational environment, will be displayed in clear view to indicate its location. The signage will also indicate the name and contact details of the nearest current appointed first aid officer.
- 3.12 The Safety and Wellbeing Unit must be advised when a first aid kit is relocated.
- 3.13 Where possible, portable/easily relocatable first aid kits will be taken by the appointed first aid officer to 'assembly areas' under building evacuation circumstances (drill or otherwise).
- 3.14 Additional/portable first aid kits should be considered where employees are required to work in areas where medical assistance may not be readily accessible. For example, field work in remote areas (domestic and international).
- 3.15 Each first aid kit will contain a list of the contents for that kit. Unless otherwise identified through the Job Safety Analysis Template, each first aid kit will contain items included in the [First Aid Kit Inventory Checklist](#), which indicates one list for low-risk environments and one list of high-risk environments.
- 3.16 The costs associated with the purchase of first aid kits and restock/replacement of contents will be the responsibility of the business area.

Other first aid equipment and facilities

- 3.17 If identified through the risk management process, a request may be forwarded to the respective Regional Occupational Health and Safety Advisory Committee to propose the purchase of specialised first aid equipment (e.g. defibrillators, oxygen therapy equipment etc.).
- 3.18 If approved, the costs associated with the purchase and maintenance of the equipment and any consumables and the training and re-training of employees to use the equipment will be the responsibility of the business area.

Provision of other resources

- 3.19 The University promotes the use of its [Employee Assistance Program](#) (EAP) should any employee require support, debriefing and/or counselling services.
- 3.20 If a worker or other person is too injured or ill to remain on-site, the Work Area Supervisor will make reasonable effort to provide assistance with transport to a medical service, home or elsewhere, for rest and recovery of the worker or other person. Use of personal or University vehicles should only be considered as transport under very extreme circumstances (e.g. remote location, very limited access etc).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Individuals at University worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. They must comply with any reasonable instruction and co-operate with any reasonable policy document relating to health and safety at the workplace.
- 4.2 The Safety and Wellbeing Unit will facilitate compliance, monitoring and review. Please also refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.3 The Director People and Culture and Safety and Wellbeing Manager are responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 4.4 The head of the business area will:
- nominate appropriate employees as appointed first aid officers via the Confirmation of Appointment as a First Aid Officer Form
 - ensure that where no first aid officer is appointed, arrangements are made for restocking and maintenance of first aid kits (e.g. contract agents) within their business area
 - encourage as many employees as possible to receive training in first aid even if these people are not appointed as first aid officers
 - monitor the workplace to ensure that the provision of first aid officers continues to be appropriate, especially for high-risk or isolated areas where additional first aid officers may need to be appointed. The Safety and Wellbeing Unit can provide further assistance if requested, and
 - keep the Safety and Wellbeing Unit informed as to the requirement for and the status of appointed first aid officers under their control.
- 4.5 Appointed first aid officers will:
- maintain training as required and will keep the original copy of their certificate for their own personal records, forwarding a certified copy of their certification or re-certification to the Safety and Wellbeing Unit so that payment of the First Aid Allowance can be facilitated
 - ensure that their name and contact details are clearly displayed with the first aid kit and/or signage as necessary
 - undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the kit contains a complete set of the required items. The First Aid Kit Inventory Checklist in the kit should be signed and dated after each check

- monitor access to the first aid kit and ensure any items used are replaced as soon as practicable after use
- ensure that items are in good working order, have not deteriorated, are within their expiry dates and that sterile products are sealed and have not been tampered with
- advise the Safety and Wellbeing Unit prior to relocating their designated first aid kit, and
- where possible, take a portable/easily relocatable first aid kit to 'assembly areas' under building evacuation circumstances (drill or otherwise).

Reporting

- 4.6 A participating employee or the attending appointed first aid officer will ensure that details of any incident is submitted in accordance with the [Incident and Hazard Reporting and Investigation Procedure](#).

Records management

- 4.7 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.8 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).
- 5.2 Other definitions in relation to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides)

6 RELATED LEGISLATION AND DOCUMENTS

[Confirmation of Appointment as a First Aid Officer](#)

[CQUniversity Enterprise Agreement 2017](#)

[First Aid Kit Inventory Checklist](#)

[Incident and Hazard Reporting and Investigation Procedure](#)

[Job Safety Analysis Template](#)

[Model Code of Practice: First aid in the workplace](#) (SafeWork Australia)

[Occupational Health and Safety Policy](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

[Work Health and Safety Roles and Responsibilities Procedure](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

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Administrator	Director People and Culture
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