

FIRST AID PROVISION PROCEDURE



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1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable including eliminating or minimising the risks associated with injury and/or illness. The intention of this procedure is to meet or exceed obligations under current legislation.

2 SCOPE

- 2.1 This procedure applies to all CQUniversity employees, students, contractors and their staff, and all 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 CQUniversity telephone extension, dial 0 first for an external connection.	Call 000 or 112	Tap EMERGENCY then Tap CALL 000 to call Emergency Services
Security: Call 1331 from any CQUniversity telephone extension OR Call 0418 792 982* * If using a CQUniversity telephone extension, dial 0 first for an external connection.	Call 0418 792 982	Tap EMERGENCY then Tap ALERT SECURITY to call Security
If you need MEDICAL ASSISTANCE call Campus Security:		
Call 1331 from any CQUniversity telephone extension OR Call 0418 792 982* * If using a CQUniversity 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.

These procedures have been developed to manage the provision of first aid resources in the workplace and this document should be read in conjunction with the current [Model Code of Practice – First Aid in the Workplace \(February 2016\)](#).

- 3.2 A risk management approach, as described in the abovementioned [Code of Practice](#), will be used to determine the level of first aid resources via the Job Safety Analysis and Risk Assessment Form. This includes the determination of the number of appointed First Aid Officers and the number of first aid kits and the contents of those kits that will be provided in each organisational unit.

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 organisational unit 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 organisational unit or a CQUniversity Security Officer.
- 3.4 A current list of appointed First Aid Officers is available by contacting CQUniversity Security.
- 3.5 CQUniversity encourages all 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 [Central Queensland University 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 All CQUniversity 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 organisational unit.

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 on the [CQUniversity 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 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 OHS Unit must be advised when a First Aid Kit is relocated.
- 3.13 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 formal Job Safety Analysis and Risk Assessment, 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 organisational unit.

Other first aid equipment and facilities

- 3.17 If identified through the risk management process, a request may be forwarded to the respective Regional OHS Committee to propose the purchase of any 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 retraining of employees to use the equipment will be the responsibility of the organisational unit.

Provision of other resources

- 3.19 CQUniversity promotes the use of its Employee Assistance Program (EAP) should any employee require support, debriefing and/or counselling services as a result of a workplace incident.
- 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 CQUniversity 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 CQUniversity management have a duty to exercise due diligence to ensure that CQUniversity complies with relevant legislation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).
- 4.2 CQUniversity employees, students, contractors and their staff, and all visitors at CQUniversity 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 or procedure relating to health and safety at the workplace.
- 4.3 The OHS Unit will assist management and others to facilitate compliance, monitoring and review.
- Please also refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.4 The Head (e.g. Dean, Director, etc.) of the organisational unit will be responsible for:
- nominating appropriate employees as appointed First Aid Officers via the Confirmation of Appointment as a First Aid Officer Form
 - ensuring 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 respective organisational unit
 - encouraging as many employees as possible to receive training in first aid even if these people are not appointed as First Aid Officers
 - monitoring 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 OHS Unit can provide further assistance if requested, and
 - keeping the OHS Unit informed as to the requirement for and the status of appointed First Aid Officers under their control.
- 4.5 Appointed First Aid Officers:
- are responsible for maintaining 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 recertification to the OHS Unit so that payment of the First Aid Allowance can be facilitated

- will ensure that their name and contact details are clearly displayed with the first aid kit and/or signage as necessary
- will 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
- will monitor access to the first aid kit and ensure any items used are replaced as soon as practicable after use
- will 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
- will advise the OHS 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 provided via ESSO ('Submit an Incident') within one working day after the incident where first aid has been administered.

Records management

- 4.7 Employees must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

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 (*located on StaffNet – available to employees only*)

First Aid Kit Inventory Checklist (*located on StaffNet – available to employees only*)

Job Safety Analysis and Risk Assessment (*located on StaffNet – available to employees only*)

[Model Code of Practice – First Aid in the Workplace \(February 2016\)](#)

[Occupational Health and Safety Policy](#)

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

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

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

7 FEEDBACK

- 7.1 University employees and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

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Administrator	National OHS Manager
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Notes	This document was formerly known as the First Aid Procedures (16/03/2016)