

# KATHERINE TOWN COUNCIL

## FIRST AID POLICY



TITLE: FIRST AID POLICY  
ADOPTED BY: COUNCIL  
RESPONSIBILITY: CHIEF EXECUTIVE OFFICER  
NEXT REVIEW DATE: 01/03/2019

Version	Decision Number	Adoption Date	History
1		28/02/2017	
2			
3			
4			

## 1. FIRST AID POLICY

The First Aid Policy (Policy) relates to Katherine Town Council (Council).

## 2. COMMENCEMENT OF POLICY

The Policy will commence from 01/03/2017; it replaces all other policies, if any, relating to immunisation (whether written or not).

## 3. SCOPE

This policy relates to:

- All Council workers and any person who is engaged by, or performing work at the direction of Council, including elected members, contractors, sub-contractors, volunteers, work experience, consultants, agents and temporary staff.
- All Council workplaces, including vehicles, plant, machinery, amenities, buildings facilities, etc.

## 4. PURPOSE

This policy provides practical guidance for the provision of first aid in the workplace.

Providing immediate and effective first aid to workers or others who have been injured or become ill at the workplace may reduce the severity of the injury or illness and promote recovery. In some cases it could mean the difference between life and death.

## 5. DEFINITIONS

**First Aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

**First Aider** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

**First Aid Equipment** includes first aid kits and other equipment used to treat injuries and illnesses.

**First Aid Facilities** include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

## 6. POLICY STATEMENT

Council is committed to the provision of an effective system of first aid management to protect the health and safety of all workers, visitors and others. This will be achieved by:

- Providing first aid equipment and ensuring each worker at the workplace has access to the equipment.
- Ensuring access to facilities for the administration of first aid. A clean, quiet area within the workplace that affords privacy to an injured or ill person would be suitable and practicable for Council.

- Ensuring an adequate number of workers are trained to administer first aid at the workplace.

## **6.1 First Aid Kits**

All workers must be able to access a first aid kit which should provide basic equipment for administering first aid for injuries including:

- Cuts, scratches, punctures, grazes and splinters.
- Muscular sprains and strains.
- Minor burns.
- Amputations and/or major bleeding wounds.
- Broken bones.
- Eye injuries.
- Shock.

However, the contents of first aid kits should be based on a risk assessment, for example Municipal Services are exposed to high risk tasks such as:

- Chemical liquids.
- Spraying, hosing and high pressure water cleaners.
- Air compressors.
- Welding, cutting and machining operations.

Therefore, the first aid kit in the depot will require additional equipment than those in an office based environment.

## **6.2 Vehicles**

All vehicles must be fitted with first aid kits adequately stocked for remote and isolated locations, taking into account the risks and hazards associated with activities undertaken when using the vehicles; these kits should be safely located so as not to become a projectile in the event of an accident.

## **6.3 Restocking and Maintaining Kits**

All workers are responsible for maintaining the first aid kits and should:

- Monitor access to the first aid kits and ensure any used items are replaced as soon as practicable after use by advising their supervisor what is required.
- Undertake regular checks (annually at a minimum) to ensure the kit contains a complete set of the required items, this should be recorded on an inventory list which is signed and dated after each check.
- Ensure that items are in good working order, have not deteriorated or expired and that sterile products are sealed and have not been tampered with.

## 6.4 First Aid Training

First aiders should attend training on a regular basis to refresh their knowledge and skills and to confirm their competence in administering first aid.

Refresher training in first aid qualifications need to be renewed every three (3) years to ensure first aid certificates remain current.

## 6.5 Manager and Supervisor Responsibilities

- Take all reasonable steps to ensure first aid is available for all workers and others including those who do not work during normal business hours (e.g. contractors).
- Determine and implement first aid requirements based on the outcomes of a risk assessment process.
- Fund first aid training, resources, equipment and facilities.
- Additional training may be required for the first aid management of individual health issues e.g. anaphylaxis, asthma, diabetes, seizure.
- Provide information that is easy to understand, accessible and takes into account the language and literacy levels of workers and others. Information may be given using verbal methods (e.g. explanations and demonstrations) or visual methods (e.g. videos and posters).
- Provide first aid information and instruction as part of each worker's induction training, ongoing professional development and whenever there are any changes to first aid processes.
- Ensure staff have undertaken training relevant to the expectations of their first aid role.
- Ensure first aiders are not directed to provide first aid care beyond their level of training.
- Maintain a register of first aiders including qualification and renewal dates.
- Clearly display names, contact numbers and usual locations of first aiders
  - in the first aid area
  - on emergency procedure notices
  - on/in first aid kits
  - on safety noticeboards
- Ensure infection control practices are followed during the provision of first aid and in the disposal of first aid waste.
- Invite staff to confidentially disclose their medical conditions, especially if the condition is potentially life threatening (e.g. anaphylaxis), to determine any first aid processes required. All arrangements are to be made in consultation with the individual worker.
- Maintain confidentiality of an individual's information.
- Maintain records of injuries/illnesses and first aid administered treatments.
- Ensure that the WHS Committee monitor and review the effectiveness of first aid measures at least every two years or on an as needs basis. This would occur through the annual review of the risk register and through incident investigations.

## **6.6 Workers Responsibilities**

- Take reasonable care of self and others to prevent injury and protect the health and safety of all workers and others
- Complete an induction and access information regarding first aid
- Include first aid requirements when planning onsite and offsite activities. This includes access to first aid and emergency medical treatment. Consider medical conditions of workers and others, the hazards and risks of the activity and access to first aiders and medical services
- Ensure appropriate recording and reporting of injury/illness and first aid administered treatments in accordance with incident reporting and recording procedures
- Adhere to standard precautions for infection control practices
- Be aware of and adhere to emergency medication needs
- Consider disclosure of personal health conditions to your Line Manager, HSR, and/or other officer in charge especially if the condition is potentially life threatening (e.g. anaphylaxis) to determine any first aid response needs

## **6.7 Emergency Contacts**

- It is the responsibility of the Line Manager to ensure new workers have supplied their emergency contact details.
- It is the responsibility of the worker to ensure human resources are notified of any changes to emergency contact details.
- In the event of a medical emergency requiring hospitalisation or medical attention, the Line Manager or appropriate delegate will notify the emergency contacts as soon as practicable after the event.

## **7. APPLYING THIS POLICY**

Council will communicate this Policy to workers through the induction process.

Health and Safety Representatives will communicate this Policy with their relevant workgroups.

Council encourages and supports suggestions to create a safe working environment as a result of all possible preventative measures being taken.

## **8. REVIEWING THIS POLICY**

Management will review this policy every two (2) years, unless legislative changes trigger an earlier review, in consultation with workers:

- to assess the effectiveness of the policy;
- by reviewing our overall health and safety performance; and,
- by monitoring the effectiveness of policies and procedures.

9. COMMUNICATING THIS POLICY

This policy (and related procedures) shall be displayed in our workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with access to this policy through their manager/supervisor.

New workers will be provided with a copy as part of their induction.

10. ACKNOWLEDGEMENT

*I acknowledge:*

- *receiving the Policy;*
- *that I will comply with the Policy; and*
- *there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name:

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Signed:

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Date:

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