



## First Aid Management

### Power and Water Corporate Procedure

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# First Aid Management

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## 1 Purpose

- 1.1 To outline the framework by which Power and Water manages First Aid aspects including the provision of First Aid supplies and Training in the workplace.

## 2 Scope

- 2.1 This procedure covers the location and types of First Aid Amenities, the recording of First Aid use, the inspection and auditing of First Aid Amenities and the training of employees in the use of First Aid.

## 3 References

- 3.1 NT Work Safe, 2003, A Guide to First Aid in the Work Place,  
3.2 Work Health (Occupational Health and Safety) Regulations 2003 (NT),  
3.3 Standards Australia, AS 2675, Portable First Aid Kits for use by Consumers.  
3.4 Standards Australia, AS 1885.1, Workplace Injury And Disease Recording Standard.  
3.5 Standards Australia, AS 1319, Safety signs for the Occupational Environment.

## 4 Roles and Responsibilities

Role / Title	Responsibility
General Managers	<ul style="list-style-type: none"><li>• Ensure First Aid Amenities and the requirement for First Aid Officers covered in this procedure is met by their Business Unit.</li><li>• Ensure that First Aid Amenities are appropriate to the risks associated with the work being carried out.</li><li>• Ensure that where First Aid Amenities are provided they are appropriately identified.</li><li>• Ensure that First Aid Officer / Floor Wardens Notice are posted at strategic locations throughout work areas under their control.</li><li>• Provide Quality Safety &amp; Risk branch (QSR) with a cost code so relevant First Aid expenses can be charged to their business unit's account.</li><li>• Appoint First Aid Officers.</li></ul>

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<p>Manager Quality, Safety, Risk &amp; Environment</p>	<ul style="list-style-type: none"> <li>• Provide advice on First Aid Kit/Cabinets contents, placement of Kits and Cabinets and other First Aid Amenities.</li> <li>• Provide replacement First Aid Kits/Cabinets and/or supplies as required to replenish kits that have been used and ensure that this is available at each major centre and that other appropriate systems to replenish First Aid Amenities are in place for minor centres.</li> <li>• Provided statistics on the use of First Aid Kits and their contents to Business Unit OH&amp;S committees.</li> <li>• Ensure the content of First Aid Kits/Cabinets located at major centres is audited.</li> <li>• Establish and maintain a register of the location and type of First Aid Amenities in Power and Water.</li> </ul>
<p>Manager Facilities and General Services</p>	<ul style="list-style-type: none"> <li>• Ensure facilities for which they are responsible have the necessary First Aid Amenities.</li> <li>• Ensure that where First Aid Amenities are provided they are appropriately identified.</li> <li>• Ensure access to First Aid Kits/Cabinets is provided for Auditing.</li> </ul>
<p>Branch/Section Managers</p>	<ul style="list-style-type: none"> <li>• Ensure the inspection of First Aid Amenities is covered in inspection checklists for sites or vehicles.</li> <li>• Ensure that where First Aid Amenities are provided they are appropriately identified.</li> <li>• Ensure employees nominated as First Aid Officers have the necessary training and maintain their competence.</li> <li>• Ensure employees under their supervision are aware of who the nominated First Aid Officers are, and that First Aid Officer / Floor Wardens Notice are posted in strategic locations of their work area.</li> <li>• Ensure First Aid Kits are made available for auditing.</li> <li>• Determine which, if any, First Aid Kits/Cabinets are to be tagged.</li> </ul>
<p>Manager Corporate Communications</p>	<ul style="list-style-type: none"> <li>• Provide and/or amend First Aid Officer / Floor Wardens Notice as required.</li> </ul>

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Coordinators	<ul style="list-style-type: none"> <li>• Ensure the inspection of First Aid Amenities is covered in inspection checklists for sites or vehicles.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Report incidents.</li> <li>• Seek treatment for injuries from nominated First Aid Officers, if available.</li> </ul>
First Aid Officers	<ul style="list-style-type: none"> <li>• Report to QSR&amp;E any use of the contents of First Aid Kits and ensure contents are replaced.</li> <li>• Administer First Aid.</li> <li>• Contribute to the decision making on the installation, location and contents of First Aid Kits.</li> <li>• Refer Employees to other medical aid.</li> <li>• Ensure First Aid Training/Certification is current.</li> </ul>

## 5 Definitions

Where terms or words are not included in the definitions section, refer to Power and Water's Glossary for clarification. The glossary is available on Power and Water's Intranet.

First Aid	The initial care of injuries or illness after an incident with the aim to preserve life, promote recovery and prevent the injury or illness from worsening.
First Aid Amenities	Includes a First Aid Room, and/or First Aid Station and/or First Aid Kit/cabinet or other equipment used in the deliver of First Aid.
First Aid Cabinet	Medical supplies used to administer First Aid contained within a stationary container not designed to be transported.
First Aid Kit	Medical supplies used to administer first aid contained within a portable container that is easily carried.
First Aid Kit Inspection (As part of other routine inspections carried out)	A physical check of the condition of the kit (and the tamper evident tag if fitted) and an observation of the contents of the Kit (If not tagged), to confirm they are sufficient and in a useable condition.
First Aid Kit/Cabinet Audit	A physical inspection of a First Aid Kit including stocktaking and expiry date inspection of the contents of the Kit.
First Aid Officer	An employee who holds a current Senior First Aid Certificate issued by St John Ambulance or equivalent and is appointed as such by Power and Water.
First Aid Room	Room that contains medical supplies and other furniture used to administer First Aid.

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First Aid Station	A location situated in a Power and Water Building that is the location of a First Aid Cabinet and/or any other First Aid equipment such as Eye Wash or Emergency Shower Facilities.
Major Centre	Darwin, Alice Springs, Katherine, Tennant Creek and Yulara.
Minor Centre	Any Location outside of the major centres where Power and Water employees are permanently based. (Batchelor, Jabiru, Pine Creek, etc)
Occupied Facility	A site that includes a permanent building that is staffed by Power and Water Employees.
Power and Water Controlled Work Site	Any Work Site where Power and Water employees control and are responsible for the site. (includes field sites where work is carried out)
Tagged First Aid Kit/Cabinet	A First Aid Kit/Cabinet that is fitted with a breakable tamper evident tag. The tag is broken to gain access to the First Aid Supplies.

## 6 Records

- 6.1 Incidents shall be recorded on the Hazard, Incident and Near Hit Form and/or entered in the RISQ database.
- 6.2 First Aid Treatment provided where no incident occurred shall be recorded on the First Aid Treatment Record Form. This form is then stored in and retrievable through, Power and Water's Electronic Document Management System (EDMS).
- 6.3 A register of the location and type of First Aid Amenities provided is to be established and maintained with Power and Waters EDMS.
- 6.4 Records of Employees attendance/completion at First Aid training will be kept in accordance with Power and Waters Training and Development Procedure.

## 7 Attachments

- 7.1 Attachment 1 – First Aid Treatment Record Form.
- 7.2 Attachment 2 – First Aid Officer / Floor Wardens Notice.
- 7.3 Attachment 3 – Minimum contents of First Aid Kits and First Aid Cabinets.
- 7.4 Attachment 4 – Register of First Aid Kits and their locations.

## 8 Location and type of First Aid Amenities

- 8.1 First Aid Amenities shall be available at Occupied Facilities and Power and Water Controlled Work Sites.
- 8.2 The type of First Aid Amenities and other First Aid equipment made available is dependent on the;
  - a) work being carried out,

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- b) risks associated with the work,
- c) types of injuries that could occur,
- d) distance to emergency services, and
- e) First Aid skills of those carrying out the work.

8.3 There are 4 types of First Aid Amenities;

- a) First Aid Room – Room set aside at major complexes for the treatment of injuries,
- b) First Aid Station – Area set aside for First Aid Equipment,
- c) First Aid Kit Type A – For use on light vehicles and passenger cars used primarily for transport, and
- d) First Aid Kit Type B – For use on vehicles used for fieldwork.

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- 8.4 Consideration shall also be given to the type of other First Aid equipment made available. Some examples are;
- a) eye wash stations where work with acids and other chemicals or there is a risk of contaminants getting in the eye,
  - b) shower facilities where there is the risk of burns from exposure to explosion or chemicals, and
  - c) fire blankets where there is a risk of exposure to fire from electrical or other explosions.
- 8.5 The decision on the type of First Aid Amenities to be adopted shall be made by the relevant General Manager in consultation with OH&S Committee's, employees and QSR&E.
- 8.6 First Aid Stations and/or First Aid Rooms shall be supplied at Power and Water Occupied Facilities.
- 8.7 First Aid Stations should be installed at sites where regular work takes place and the site is suitable for the installation of a First Aid Station. This includes locations like electrical zone substations, and/or water treatment plants.
- 8.8 QSR&E shall establish and maintain a register of the location and type of First Aid Amenities throughout Power and Water (Attachment 4).

## 9 Tagging of First Aid Kits

- 9.1 First Aid Kits/Cabinets can be tagged with a breakable tamper evident tag. The relevant manager determines whether First Aid Kits/Cabinets shall be tagged.
- 9.2 Tagged First Aid Kits/Cabinets are required to be audited annually.

## 10 Inspection of First Aid Kits/Cabinets

- 10.1 First Aid Kits/Cabinets and other First Aid Equipment shall be inspected as part of routine site and vehicle inspection programs.
- 10.2 First Aid Kits shall be checked for;
- a) condition of the container,
  - b) condition of the contents, and
  - c) contents are sufficient for the administering of First Aid.
- 10.3 Where the contents of First Aid Kits/Cabinets are insufficient in amount and/or the quality unsatisfactory an incident report shall be filled out and the Manager QSR&E notified so the contents can be replaced.
- 10.4 Where First Aid Kits/Cabinets are tagged the condition of the tag and container shall be inspected. If the tag is broken an incident report filled out and the Kit Contents audited.

## 11 First Aid Kit/Cabinet Auditing

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- 11.1 The audit of First Aid Amenities entails the checking of the contents to ensure that all items are present, use by dates have not expired and the condition of contents is acceptable and useable.
- 11.2 First Aid Kits shall be audited every 6 months. Tagged First Aid Kits need only be audited annually.
- 11.3 First Aid Cabinets shall be audit every 3 months. Tagged First Aid Cabinets need only be audited annually.
- 11.4 The Manager QSR&E shall establish and maintain a program of First Aid Kit/Cabinet Audits. Business Units are responsible for ensuring that First Aid Kits/Cabinets are accessible for auditing.
- 11.5 The Manager QSR&E shall arrange for the conducting of audits at major centres. The relevant Business Unit is responsible for the auditing of First Aid Kits/Cabinets in minor centres.

## 12 First Aid Rooms

- 12.1 First Aid Rooms are only required at Occupied Facilities staffed with more than 20 employees where the response of emergency service will not be timely due to distance, and/or there is a need to provide a safe and clean environment to treat minor injuries.
- 12.2 Where first aid rooms are provided they shall contain, as a minimum;
  - a) a stocked First aid Cabinet,
  - b) an examination couch or bed,
  - c) seating,
  - d) an examination lamp,
  - e) a sink with hot and cold running water,
  - f) stretcher,
  - g) telephone,
  - h) a First Aid manual, and
  - i) refuse containers.
- 12.3 First Aid Rooms shall be accessible to all employees.

## 13 First Aid Stations

- 13.1 First Aid Stations shall be checked as part of the workplace inspection program.
- 13.2 First Aid Stations can consist of a First Aid cabinet and/or any other First aid Equipment such as eye washes, showers, etc.

## 14 First Aid Cabinets

- 14.1 The contents of first aid cabinets shall be audited every 3 months. Tagged First Aid

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Cabinets need only be audited annually.

- 14.2 First Aid Cabinets shall be installed in First Aid Rooms.
- 14.3 First Aid Cabinets shall have the symbolic First Aid sign and an English text sign (White lettering on Green Background) reading "First Aid" attached on the door

### 15 First Aid Kits

- 15.1 A First Aid kit or cabinet is required to be available at any Power and Water Controlled Work Site.
- 15.2 Power and Water vehicles shall have a First Aid Kit on board.
- 15.3 First Aid Kit Inspection shall be included as part of any vehicle checklist system in place.
- 15.4 The contents of First Aid Kits shall be audited every 6 months and any medical supplies missing shall be replaced. It is the responsibility of the Business Unit Manager responsible for the asset to ensure kits are available at the scheduled audit time.
- 15.5 Tagged First Aid Kits need only be audited annually.
- 15.6 First Aid Kits come in two types;
  - a) Kit A for light vehicles that are primarily used for transport only, and
  - b) Kit B is for vehicles that are used for fieldwork.
- 15.7 First Aid Kits shall be marked with their location (ie Car 37 or Vehicle rego 854-765 or Finance Section, Energy House Level 4, etc) and the symbolic First Aid sign.

### 16 Identification of First Aid Amenities

- 16.1 First Aid Amenities shall be marked with the symbolic First Aid sign. (White cross on green background)



- 16.2 First Aid Rooms and First aid Cabinets shall have the symbolic First Aid sign and an English text sign (White lettering on Green Background) reading "First Aid" attached on the door.



- 16.3 In large complexes, like Ben Hammond, Channel Island or Saddadeen Valley, the location of First Aid Stations/Rooms shall be sign posted at various locations to indicate the closest First Aid Station.



- 16.4 Sign size shall be large enough to be easily visible and clearly identified. (AS 1319 Safety signs for the occupational environment)

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- 16.5 The names of appointed First Aid Officers and Floor wardens for specific areas or buildings shall be displayed on the "First Aid Officer / Floor Wardens Notice" (Attachment 2).
- 16.6 To update "First Aid Officer / Floor Wardens Notice" contact Corporate Communications who shall up date the information and send out the completed notice.

### **17 Stocking of First Aid Amenities**

- 17.1 When the contents of First Aid Amenities are used to treat injuries or illness the First Aid Officer who administered the treatment is responsible for contacting QSR&E to arrange replacement of contents.
- 17.2 Monthly reports on the use of First Aid Kits is prepared by the Manager QSR&E and reported to Business Unit OH&S meetings.
- 17.3 The Manager QSR&E shall make a First Aid Kit/Cabinet audit report available to Business Unit OH&S Committees.

### **18 First Aid Officers**

- 18.1 General Managers are responsible for ensuring that First Aid Officers are appointed to ensure;
  - a) at least 1 First Aid Officer is located at every Occupied Facility,
  - b) that one First Aid Officer is available for at least every 25 employees at Occupied Facilities, and
  - c) that at least 1 First Aid Officer is at any Power and Water Controlled Work Site.
- 18.2 Employees who meet the following criteria shall be automatically deemed First Aid Officers and trained as such.
  - a) Employees who's usual work location is field based, or
  - b) Employees who are regularly required to work in remote locations.
- 18.3 The names of First Aid Officers appointed to specific areas or buildings shall be displayed on the "First Aid Officer / Floor Wardens Notice".

### **19 Recording of First Aid Treatment**

- 19.1 First Aid Officers are responsible for the recording of First Aid Treatment given.
- 19.2 Where the First Aid treatment is a result of an incident a Hazard, Incident and Near Hit Notification Report shall be filled out.
- 19.3 Where the First Aid Treatment is not the result of an incident the First Aid Treatment Record Form (Attachment 1) shall be filled out and forwarded to the Manager QSR&E.

## **20 First Aid Training**

- 20.1 Designated First Aid Officers shall undertake First Aid Training to St Johns Australia Senior First Aid level or equivalent.
- 20.2 Employees who are exposed to electric shock hazards shall complete Cardio-Pulmonary Resuscitation (CPR) training on an annual basis.
- 20.3 Further First Aid training may be approved by General Managers to provide better emergency response in particular areas or circumstances. Some examples could included;
  - a) Remote work (Medical Aid not available),
  - b) Advanced First Aid Equipment is supplied (oxygen, defibrillator, etc), and/or
  - c) Treatment of specific injuries (burns, electric shock, etc).
- 20.4 Applications to attend First Aid Training shall be submitted and approved in accordance with Power and Water's training procedures.