



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 8

POLICY No:	OSH 8
DIVISION:	Occupational Safety and Health
SUBJECT:	First Aid
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council has a duty under the Occupational Safety and Health Act 1984 to provide a safe working environment and to provide immediate treatment or care of persons who are injured or who become ill in the work place.

Accordingly, the Shire has adopted the following procedure in respect of the provisions of first aid facilities and persons trained in first aid. This policy is designed to ensure that all employees work in an environment, which, as far as is practicable, has appropriate first aid facilities and persons trained in first aid.

POLICY:

First aid facilities

Each work place or work location shall be provided with a First Aid Kit and the type of kit provided shall be dependent upon having regard to –

- The type of hazards to persons at the work place and the risk of those hazards; and
- The number of persons at the workplace.

However all first aid kits provided shall be approved by “the appropriate” body and contain as a minimum;

Eye wash solution	✓
Various size bandages	✓
Sling	✓
Adhesive band aids and antiseptic	✓
Swabs and Tweezers	✓
Scissors	✓
Disposable surgical gloves	✓
Resuscitation face shield	✓
First aid quick reference manual including instructions for CPR and EAR	✓



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It is the responsibility of the Supervisor, Senior First Aid Officer and Safety Representative to ensure that the first aid box in their work place is adequately stocked at all times and to ensure that any items with expiry dates are current. A list of appropriate contents for each first aid kit can be obtained from the Human Resources Officer.

All Shire vehicles shall contain a fully stocked first aid box. It is the responsibility of the officer "allocated" the vehicle to ensure that first aid supplies are maintained.

All first aid kits shall be stored in a location that is accessible to all staff members and must be adequately sign posted. All employees should be made aware of the location of the first aid kit during their induction and informed of who are the first aid representatives in the case of an accident.

Although not entirely necessary, it is at the discretion of the Chief Executive Officer about whether or not a dedicated area or room be established for administering first aid having regard to the need and size of the workforce.

Medical Conditions or Allergies

It is the responsibility of the employee who has an allergy or medical condition to notify the first aid officer and supervisor, of their condition and any other medical issues that may be of relevance including prescribed medication in case of emergency. It is also the responsibility of the employee to carry any necessary medication at all times and administering that medication is also the responsibility of the employee. No employee or first aid officer is permitted to administer medicine but are able to assist a victim in administering the medicine themselves.

Emergency Contacts

It is the responsibility of the supervisor to ensure that all new employees have supplied to human resources a list of emergency contacts. The employee must notify human resources of any changes to the emergency contact details.

In the case of a medical emergency involving a need for hospitalisation or medical attention, the supervisor/manager shall notify the employee's emergency contacts as soon as practicable after the event.

First Aid Officers

Each work place shall, so far as is practicable, have persons trained in first aid who are available to give first aid at the work place having regard to the type of hazards to persons at the work place and the risk of those hazards; and the number of persons at the workplace.

A list of the persons qualified to render first aid assistance must be displayed in a prominent area in the work place. In order to be deemed suitably qualified a person must have a current Senior First Aid Certificate from St Johns Ambulance or another first aid training provider.



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If no employee is suitably qualified then the employer shall call for nominations from employees willing to become first aid officers and then ensure that they undergo the necessary training. Where a suitable employee can not be found then it is the responsibility of senior staff to obtain the relevant qualifications.

A first aid officer is not required to administer first aid if in doing so, they believe that they are at risk or in danger of harm to themselves or the victim.

In electing to become a first aid officer, the employee acknowledges that they are required to administer first aid to those employees in need. It is at the discretion of the Chief Executive Officer whether or not employees shall be required to administer first aid to the public in case of emergency.

The employer shall ensure that St John Ambulance is contacted to determine which training courses are most beneficial for the relevant work environment.