



POLICY ON FIRST-AID

First-Aid is the emergency care of the injured and sick. It encompasses a broad range of activities, ranging from the definitive treatment of some minor injuries, through primary management of more significant injuries or illnesses, to life-saving resuscitation in critical circumstances.

It is the policy of The University of Newcastle to provide first-aid care in a way which is consistent with the provisions of the Occupational Health and Safety (First-Aid) Regulation, 1989.

The significant sections of the Regulation are as follows:

- A. Offence for Non-Compliance with Regulation
- B. First_Aid Kits
- C. First-Aid Rooms
- D. First_Aid Personnel
- E. Register of Injuries & Treatment
- F. Schedule 1

A. Offence for non-Compliance with Regulation

If any of the requirements of this Regulation in respect of a place of work are not complied with:

- (a) except in the case of a construction site - the employer of any person working at that place of work; or
 - (b) in the case of a construction site - the principal contractor,
- is guilty of an offence.

Penalty: in the case of the requirements of Clause B, \$1,000; in the case of the requirements of Clause C, \$2,000; in the case of any other requirement, \$500.

B. First-Aid Kits

1. First-Aid Kits that comply with this clause must be provided and maintained:
 - (a) at any construction site at which less than 100 persons work; and
 - (b) at any other place of work at which less than 200 persons work
2. First-Aid Kits provided at a place of work must be readily accessible to persons working at that place of work.
3. Where reasonably practicable, First-Aid Kits must be located so that:
 - (a) except in the case of a construction site, no part of the place of work is further than 100 metres from a First-Aid Kit; and
 - (b) except in the case of a construction site, no part of the place of work is more than one floor level above or below a First-Aid Kit; and
 - (c) each First-Aid Kit is close to a supply of clean running water.
4. A First-Aid Kit provided at a place of work must:
 - (a) be constructed of impervious material and, if appropriate, be capable of being locked (the key being easily accessible in cases of emergency); and
 - (b) be clearly and legibly marked on the outside with the words "FIRST AID" and a safety information sign complying with AS1319; and
 - (c) in the case of a construction site, be fitted with a carrying handle; and
 - (d) contain the appliances and requisites for First-Aid in quantities not less than those set out in [Schedule 1](#) as applicable to the place of work concerned; and
 - (e) contain nothing except appliances and requisites for First-Aid; and
 - (f) have attached to the inside of the lid:

- i) a list of the appliances and requisites for First-Aid which the Kit is required to contain; and
 - ii) a cardio pulmonary resuscitation flow chart; and
- (g) be kept clean.
5. This Clause does not apply to a place of work at which a First-Aid Room complying with Clause C is provided and is available to all persons working at that place of work.
6. Even though such a First-Aid Room is provided at a place of work (not being a construction site), a First-Aid kit complying with this clause must be provided at the place of work for persons working more than 100 metres from the First-Aid Room.

C. First-Aid Rooms

1. A First-Aid Room that complies with this clause must be provided and maintained:
 - (a) at any construction site at which 100 or more persons work; and
 - (b) at any other place of work at which 200 or more persons work.
2. A First-Aid Room provided at a place of work must:
 - a) be located so that it is readily accessible during working hours to persons working at the place of work; and
 - (b) be situated at a convenient distance from toilets; and
 - (c) have an access door that is wide enough to allow the entry and exit of a patient on a stretcher; and
 - (d) have a suitably constructed floor; and
 - (e) unless otherwise approved by the Co-ordinator, occupy a minimum area of 15 square metres; and
 - (f) be well lighted and well ventilated; and
 - (g) contain the following:
 - (i) a sink or a wash basin equipped with suitable drainage and a supply of clean hot and cold running water;
 - (ii) a work bench or a dressing trolley;
 - (iii) a cupboard for storage;
 - (iv) a suitable container fitted with a disposable bag or liner for soiled dressings;
 - (v) a suitable container for the safe disposal of needles or other sharp instruments;
 - (vi) an electric power point;
 - (vii) means of boiling water;
 - (viii) a couch with blankets and pillows;
 - (ix) two chairs with arms;
 - (x) a moveable screen or suspended curtain;
 - (xi) a desk or table;
 - (xii) a telephone;
 - (xiii) a stretcher, lifting frame or similar device for transporting patients;
 - (xiv) a sufficient supply of soap and disposable towels;
 - (xv) a copy of the current edition of an occupational First-Aid handbook approved by the Co-ordinator;
 - (xvi) the appliances and requisites for First-Aid in quantities not less than those set out in Schedule 1 relating to First-Aid Kit A;
 - (xvii) a portable First-Aid Kit for use outside the First-Aid Room, which contains the appliances and requisites for First-Aid in quantities not less than those set out in Schedule 1 relating to First-Aid Kit B;
 - (xviii) such special appliances, requisites and equipment for First-Aid as are otherwise required by law or as are necessary or appropriate having regard to the nature of the work undertaken at the place of work;

- (xix) if a resuscitator is provided, one that complies with AS2488.
- 3. Every entrance to a First-Aid Room must be clearly and legibly marked on the outside with the words "FIRST AID" and a safety information sign complying with AS1319.
- 4. A First-Aid Room must not:
 - (a) contain anything except equipment, requisites or appliances for First-Aid or occupational health purposes; or
 - (b) be used for any purpose other than for First-Aid or occupational health purposes.
- 5. A First-Aid Room and its facilities are to be made available to all persons working at the place of work.
- 6. Nothing in this clause requires a First-Aid Room to be made available at a time when the number of persons working at the place is such that Clause B applies and First-Aid Kits that comply with that clause are provided and maintained.

D. First-Aid Personnel

- 1. In respect of each First-Aid Kit provided at a place of work under Clause B:
 - (a) a person or persons must be appointed to be in charge of the First-Aid Kit and be readily available to render First-Aid attention when necessary to persons working at that place of work; and
 - (b) a notice must be displayed in a prominent position near the First-Aid Kit clearly showing:
 - (i) the name and telephone number (if applicable) of the person or persons so appointed; and
 - (ii) in respect of each person so appointed, the place where the person is normally located at that place of work; and
 - (iii) the name and telephone number (if applicable) and place of work of any additional person appointed to render First-Aid.
- 2. In respect of a First-Aid Room provided at a place of work under Clause C:
 - (a) a person or persons must be appointed to be in charge of the First-Aid Room and be readily available to render First-Aid attention when necessary to persons working at that place of work; and
 - (b) a notice must be displayed on or adjacent to the door of the First-Aid Room clearly showing:
 - (i) the name and telephone number (if applicable) of the person or persons so appointed; and
 - (ii) in respect of each person so appointed, the place where the person is normally located at that place of work; and
 - (iii) the name and telephone number (if applicable) and place of work for any additional person appointed to render First-Aid.
- 3. A person appointed to be in charge of a First-Aid Kit at a place of work at which more than 25 persons work must be the holder of a current First-Aid Certificate approved by the Co-ordinator.
- 4. A person appointed to be in charge of a First-Aid Room at a place of work must be the holder of a current occupational First-Aid Certificate approved by the Co-ordinator.
- 5. Any additional person appointed to render First-Aid at a place of work at which a First-Aid Room is provided must be the holder of a current First-Aid Certificate approved by the Co-ordinator.
- 6. Despite anything to the contrary in this clause, a medical practitioner or registered nurse is qualified to render First-Aid and to be in charge of a First-Aid Kit or First-Aid Room.

E. Register of Injuries & Treatment

- 1. A register must be kept at each place of work containing the following particulars:
 - (a) the name, age, address and occupation of every person injured while working at that place of work;
 - (b) the industry in which the person was working at the time the injury occurred;
 - (c) the activity in which the person was engaged at the time the injury occurred;

- (d) the date and time the injury occurred;
 - (e) a brief description of the type and cause of the injury, the part of the body injured and the treatment given;
 - (f) the name of the person rendering First-Aid;
 - (g) details of any referral for further treatment.
2. The register:
- (a) may be combined with any other similar type of register required to be kept by or under any other Act; and
 - (b) must be kept in a readily accessible place at the relevant place of work; and
 - (c) must be made available for inspection when requested by an inspector; and
 - (c) must be kept for at least five years after the date of the last entry made in it.
3. If a place ceases to be a place of work, the register may be kept at any other suitable place.

SCHEDULE 1

First Aid Kits

Description of Appliance or Requisite	First-Aid Kit Contents		
	A	B	C
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1
Adhesive dressing tape, 2.5cm x 5cm	1	1	*
Bags, plastic for amputated parts: small	2	1	1
Bags, plastic for amputated parts: medium	2	1	1
Bags, plastic for amputated parts: large	2	1	*
Dressing, non-adherent, sterile, 7.5cm x 7.5cm	5	2	*
Eye pads, sterile	5	2	*
Gauze bandages, 5cm	3	1	1
Gauze bandages, 10cm	3	1	*
Gloves, disposable, single	10	4	2
Rescue blanket, silver space	1	1	*
Safety pins, packets	1	1	*
Scissors, blunt/short nosed, minimum length 12.5cm	1	1	*
Splinter forceps, stainless steel	1	1	*
Sterile eyewash solution, 10ml single use ampoules or sachets	12	6	*
Swabs, prepacked, antiseptic, packs of 10	1	1	*
Triangular bandages, minimum 90 cm	8	4	1
Wound dressings, sterile, non-medicated, large	10	3	1
First-Aid pamphlet (as issued by the St John Ambulance or the Australian Red Cross Society, or any other first-aid pamphlet approved by the Co-ordinator.	1	1	1

First Aid Kit A	For factories and construction sites at which 25 or more persons work and for other places of work at which 100 or more persons work.
First Aid Kit B	For factories and construction sites at which less than 25 persons work and for other places of work at which less than 100 and more than 10 persons work.
First Aid Kit C	For any place of work, other than a factory or construction site, at which 10 or less persons work.