



**Government of South Australia**

SafeWork SA

Approved Code of Practice  
for  
**First Aid in the  
Workplace**

August 2009

## FOREWORD

The term 'approved code of practice' has a particular meaning under the South Australian *Occupational Health, Safety and Welfare Act 1986*.

An approved code of practice is designed to be used in addition to the Act and Regulations. In proceedings for an offence against the Act, where it is proved that a person failed to comply with a provision of a relevant approved code of practice, the person shall be taken to have failed to exercise the required standard of care, in the absence of proof to the contrary (section 63A of the Act).

Thus, a code of practice provides practical guidance on how a particular standard of health and safety can be achieved. It describes the preferred methods or courses of action for achieving this standard of health and safety. However, an approved code of practice allows the flexibility to show that an equivalent or better standard of health and safety is achieved by alternative action. An approved code of practice is therefore different from a regulation where the responsible person must meet the specific requirement of the regulation.

In summary, an approved code of practice:

- provides practical guidance;
- should be followed unless there is another solution which achieves the same or a better standard of health and safety; and
- can be used to support prosecution.

Codes of Practice are approved by the Minister for Industrial Relations, following recommendation from the SafeWork SA Advisory Committee which is constituted under the *Occupational Health, Safety and Welfare Act 1986*.

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Appendix A: Terms defined in the *Occupational Health, Safety and Welfare Act 1986* or the *Occupational Health, Safety and Welfare Regulations 1995*.

## 1. Introduction

### Title

- 1.1 This **approved code of practice** may be cited as the *Approved Code of Practice for First Aid in the Workplace*.

### Purpose

- 1.2 The purpose of the *Approved Code of Practice for First Aid in the Workplace* (the Code) is to provide practical guidance to **employers** and **self-employed persons** on the provision of adequate **first aid** in the **workplace**.

### Authority

- 1.3 The Code is approved pursuant to Section 63 of the *Occupational Health, Safety and Welfare Act 1986* (the Act) and shall have effect from 10 December 2010. The *Approved Code of Practice for Occupational Health and First Aid in the Workplace* is revoked in accordance with section 63(4) of the Act, from 10 December 2010.
- 1.4 Section 19 (1) (b) of the Act also requires **employers** to provide adequate facilities of a prescribed kind for the welfare of **employees** at any **workplace** that is under the control and management of the **employer**. For the purpose of Section 19 (1) (b), prescribed facilities include **first aid facilities**.
- 1.5 Section 19 (1) (c) of the Act requires **employers** to provide such information, instruction, training and supervision as are reasonably necessary to ensure each **employee** is **safe** from injury and risks to health. For the purpose of **first aid** this includes:
- (a) ensuring any person required to provide **first aid** in the **workplace** is competent to do so; and
  - (b) ensuring **employees** know how to access appropriate **first aid** if required.
- 1.6 Section 20 of the Act requires **employers** to prepare and maintain policies and procedures that set out the arrangements, practices and procedures at the **workplace** to protect the health and safety of **employees**. For the purpose of **first aid** this means:
- (a) ensuring the arrangements, practices and procedures put in place for **first aid** are documented; and
  - (b) taking reasonable steps to ensure **employees** are aware of the arrangements, practices and procedures for **first aid** that have been put in place to protect their health and safety.
- 1.7 Section 22 (2) of the Act also places a responsibility on **employers** and **self-employed persons** to ensure, so far as is reasonably practicable, that any other person (not being an **employee**) is **safe** from injury and risks to health:
- (a) while the other person is at a **workplace** that is under the management and control of the **employer** or **self-employed person**; or
  - (b) while the other person is in a situation where he or she could be adversely affected through an act or omission occurring in connection with the work of the **employer** or **self-employed person**.
- 1.8 For the purpose of **first aid** this means providing appropriate **first aid** to any "other person" (e.g. a customer or visitor) who is injured or becomes ill as a result of being at the **workplace** or as a result of the work performed there.

### Definitions

- 1.9 In the Code, terms that have a related definition in the Act, the *Occupational Health Safety and Welfare Regulations 1995* (the OHSW Regulations), or the Code are marked in bold.
- 1.10 For the purpose of the Code:

**“designated first aider”** means a person with the designated duty to provide **first aid** in the **workplace** who:

- (a) has attended training and has as a result an appropriate and current statement/s of attainment; or
- (b) is an appropriate **health professional**.

**“emergency department”** means an open accident and emergency section of a public or private hospital.

**“first aid”** is the immediate treatment or care given to someone suffering from an injury or illness until more advanced care is accessed or they recover. The aims of **first aid** are to:

- (a) preserve life;
- (b) prevent illness or injury from becoming worse;
- (c) relieve pain, if possible;
- (d) promote recovery; and
- (e) protect the unconscious.

**“first aid facilities”** means the physical resources provided at a **workplace** to ensure the timely provision of appropriate **first aid** to a person who suffers an injury or illness while at the **workplace**. The most common type of facility is a first aid kit but in **high risk workplaces** other facilities may include:

- (a) **deluge facility**;
- (b) automated external defibrillator;
- (c) oxygen equipment;
- (d) first aid rooms; or
- (e) **occupational health services**.

**“high risk workplace”** means any **workplace** where it is reasonably foreseeable that a person at that **workplace** may be exposed to a **hazard** or hazards that could result in a **serious and sudden injury or illness** that would require not only immediate **first aid** but also:

- (a) further assessment or treatment by an **emergency department**; and/or
- (b) may cause permanent disability or disfigurement, or death.

**“health professional”** means:

- (a) an appropriately qualified paramedic recognised by the SA Ambulance Service; or
- (b) a doctor registered with the Medical Board of South Australia; or
- (c) an occupational health nurse or registered nurse who has current registration with the appropriate professional body.

**“remote”** means a **workplace** that is more than a 20 minute drive away from:

- a) an SA Ambulance station that is staffed by paid paramedics; or
- b) an **occupational health service** capable of mounting an emergency response; or
- c) a hospital or medical centre capable of mounting an emergency response.

**“serious burn”** means one that would require not only the provision of **first aid** at the **workplace** but require further assessment and/or treatment by an **emergency department** and includes one or more of the following types of burns:

- a) a chemical burn;
- b) an electrical burn;
- c) a burn to sensitive areas such as the face, hands, feet, groin or genitals;
- d) a burn greater than a 20 cent piece;
- e) a deep burn that is of concern (e.g. where a small molten fragment has become embedded); or
- f) any burn that is of concern.

**“serious and sudden injury or illness”** means one or more work or **workplace**-related injuries or illnesses that:

- (a) occurs suddenly as a result of being at the **workplace** or as a result of the work undertaken there;
- (b) requires not only the provision of **first aid** at the **workplace** but:
  - (i) requires further assessment and/or treatment by an **emergency department**; and/or

(ii) may cause permanent disability, disfigurement or death.

Examples of **serious and sudden injuries or illness** include (but are not limited to):

- amputation of any body part;
- a serious head injury;
- a cardiac arrest;
- a spinal injury;
- electric shock;
- a serious eye injury;
- de-gloving or scalping;
- a major bleeding wound;
- a **serious burn**; or
- heat stroke.

## 2 Types of First Aid Facilities

### First Aid Kits

- 2.1 Every **workplace** should have prompt access to:
- (a) at least one or more Standard Workplace First Aid Kit and/or a Small Workplace First Aid Kit; and
  - (b) any other additional **first aid** modules or items required to appropriately treat all reasonably foreseeable injuries or illnesses that could occur as a result of being at the **workplace** or as a result of the work performed there.
- 2.2 In the event of a **serious and sudden injury or illness** occurring in a **workplace** timely access to a first aid kit may be the difference between complete recovery or permanent disability, disfigurement or death. For this reason, so far as is reasonably practicable, all **employees** must be made aware of the location of first aid kits and the kits should be:
- (a) conveniently located and easily accessible;
  - (b) clearly marked; and
  - (c) appropriately maintained.

### Kit Contents

- 2.3 The Standard Workplace and Small Workplace First Aid Kits should be marked with an approval number issued by the Therapeutic Goods Administration and contain (as a minimum) the items described in Table 1.
- 2.4 The Standard Workplace and Small Workplace First Aid Kits are designed to provide basic equipment for the provision of **first aid** for injuries and illnesses such as:
- (a) cardiac arrest;
  - (b) cuts, scratches, punctures, grazes, splinters and animal bites;
  - (c) minor burns;
  - (d) amputations and/or major bleeding wounds;
  - (e) broken bones; and
  - (f) eye injuries.
- 2.5 Consideration must be given as to whether there are any other types of **work-related injuries** and/or illness that are reasonably foreseeable in the **workplace** but not covered by 2.4 (a) to (f) and therefore not catered for in the Standard and/or Small Workplace Kits. If so, any additional modules or items need to treat such other types of injuries or illnesses must be added to the first aid kit for that **workplace** or **work group**.
- 2.6 For example, in **workplaces** where **hazardous substances** are stored or used, any additional facilities required for **first aid** (as stated in the Material Safety Data Sheet for the **substance** or **substances** in question) must be provided.

### The Outdoor Module

- 2.7 If work is performed outside, and there is a reasonably foreseeable **risk** of insect stings and/or snake bites, the following items should also be included in the first aid kit:
- (a) a heavy duty crepe bandage (for snake bites); and
  - (b) sting relief cream, gel or spray.

**Table 1: Minimum contents for First Aid Kits**

Item	Standard Workplace Kit	Small Workplace Kit
Minimum Quantity		
The First Aid Instruction Booklet (issued by the appropriate government authority)	1	1
Register of injuries (note book) and black pen	1	1
Resuscitation Face Mask	1	-
Resuscitation Face Mask <u>or</u> Face Shield	-	1
DRABCD/CPR flow chart (clearly visible and accessible e.g. laminated chart or sticker)	1	1
Disposable, powder-free latex gloves (NB: Latex-free gloves to be provided if any first aider is allergic to latex)	5 pairs	2 pairs
Gauze Pieces 7.5cm x 7.5cm, sterile (5 pieces per pack)	5 packs	2 packs
Saline (30mls sodium chloride 0.9%)	5	SBA
Saline (15mls sodium chloride 0.9%)	SBA	4
Wound cleaning wipe/swab (single 1% Cetrimide BP)	10	2
Adhesive dressing strips (Packet of 50, individually wrapped)	1	1
Splinter probes - sterile & disposable. (NB: used splinter probes must be safely disposed of via suitable sharps container)	10	5
Tweezers Stainless Steel 12.5cm	1	1
Antiseptic liquid, spray, powder or swab (e.g. povidone-iodine 10% solution)	1	1
Non-adherent wound dressing/pad 5cm x 5cm (small)	6	3
Non-adherent wound dressing/pad 7.5cm x 10cm (medium)	3	1
Non-adherent wound dressing/pad 10cm x 10cm (large)	1	SBA
Conforming cotton bandage, 5cm x 1.8m	3	1
Conforming cotton bandage, 7.5cm x 1.8m	3	1
Conforming cotton bandage, 10cm x 1.8m	1	SBA
Scissors – stainless steel 12.5cm (blunt and sharp points)	1	1
Alcohol swabs - single	10	4
Non-stretch, hypoallergenic adhesive tape - 2.5cm wide roll	1	1
Safety pins (packet of 12)	1	1
BPC wound dressings No. 14, medium	1	1
BPC wound dressings No. 15, large	1	SBA
Plastic Bags - clip seal (set of small, medium and large)	1	1
Triangular bandage (calico or cotton minimum width 90cm)	2	1
Emergency Rescue Blanket (for shock or hypothermia)	1	SBA
Eye pad (single use)	4	2
Access to 20 minutes of clean running water or (if this is not available) hydro gel or cream – 3.5gm sachets	5	5
Reusable or instant ice pack - choice depending on availability of freezer. (e.g. for treatment of soft tissue injuries and some stings)	1	SBA

**SBA:** Should be added – if there is a reasonably foreseeable risk of the type of injury/illness the item is used to treat.

## The Remote Module

- 2.8 There is an increased **risk** of serious injury when work is performed in **remote** locations because of potential delays in getting access to ambulance and **emergency departments**. For this reason, it is very important to ensure that appropriate emergency communication equipment is provided and that the first aid kit is adequately stocked. If work is to be performed in **remote** locations a **risk assessment** should be done to determine if:
- (a) other types of **first aid** items are required (i.e. additional to the Standard or Small Workplace Kits); and/or
  - (b) if more than the minimum number of items already specified for the kits should be provided, for example extra:
    - i. sachets of hydro gel;
    - ii. BPC wound dressings (for serious bleeds); and/or
    - iii. emergency rescue blankets.

## The Burn Injury Module

- 2.9 In **workplaces** where there is a reasonably foreseeable **risk** of a **serious burn**, action should be taken to ensure immediate access to:
- (a) a telephone for contacting emergency services; and
  - (b) cool running tap-water; and
  - (c) the Burn Module in the first aid kit; and
  - (d) one or more of the following:
    - i. an appropriate **deluge facility** or facilities;
    - ii. a permanently rigged hand- held shower hose;
    - iii. a portable plastic or rubber shower hose that is designed to be easily attached to a tap spout- for small relatively low **risk workplaces** where a fixed **deluge facility** would not be reasonably practicable but the **risk** of **serious burns** is still foreseeable (e.g. a fish and chip shop).
- 2.10 The Burn Injury Module should contain (as a minimum) the items described in Table 2:

**Table 2: The Burns Module**

Item	Minimum Quantity
Burn treatment instructions on 2 water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply.	2
Hydro gel 25g tube *	1
Hydro gel dressings *	2
Clean polythene sheets: - small	2
- medium	2
- large	1
7.5cm cotton conforming bandage	1
<i>* Hydro gel is to be used <u>only</u> if an appropriate water supply is not available: or to place over burn after at least 20 minutes of water- cooling is complete.</i>	

- 2.11 Permanently fixed **deluge facilities** should be provided in any fixed **workplace** where there is a clear **risk** of **serious burns** to the eyes or a large area of the face or body (e.g. whole limbs). Examples of such **workplaces** include:
- a) foundries;
  - b) glass works (including glass etching);
  - c) **workplaces** where chroming processes are performed;
  - d) food manufacturing and large commercial kitchens;
  - e) some mining (e.g. gold extraction); and
  - f) **workplaces** where purification processes or other chemical processes are undertaken that involve the **use** of large quantities of acids or alkalines.

## The Design and Location of First Aid Kits

### Design of Kits

- 2.12 First aid kits may be of any size, shape or type, but each kit should:
- (a) be large enough to house all the required contents and be able to be securely closed;
  - (b) contain a list of all of the required contents for that kit;
  - (c) have a white cross on green background prominently displayed on the outside;
  - (d) be made of material that will protect the contents from dust, moisture and contamination; and
  - (e) be portable.

### Location of First Aid Kits

- 2.13 Where there is a reasonably foreseeable **risk** of **serious and sudden injury or illness** in a **workplace**, the time taken to retrieve a first aid kit and return to the seriously ill/injured person should, so far as reasonably practicable be no more than four minutes. In other **workplaces** kits should be conveniently located so that they can be easily accessed.
- 2.14 The location of first aid kits in fixed **workplaces** should be identified with suitable signage that is designed and manufactured in accordance with Australian Standard *AS 1319: 1994 - Safety Signs for the Occupational Environment*.
- 2.15 A first aid kit in a mobile **workplace** should be easily accessible and safely located so as not to become a projectile in the event of an **accident**. In mobile **workplaces** (e.g. cars and buses) the location of a first aid kit should be identified by a prominent sticker on the vehicle that either marks the location of the kit, or explains where it is.

### Maintenance of First Aid Kits

- 2.16 **Designated first aiders** should be allocated responsibility for:
- (a) monitoring access to the first aid kit and ensuring any items used are replaced as soon as practicable after use;
  - (b) undertaking regular checks of first aid kits to ensure the kit contains a clean and complete set of the required items (as listed in the kit);
  - (c) ensuring items are in good working order, have not deteriorated and are within their "use by" dates;
  - (d) reporting to the **employer** any hazardous situations that have resulted in a person requiring **first aid**; and
  - (e) recording **first aid** treatments.

### **Other First Aid Facilities**

- 2.17 In addition to one or more appropriate first aid kits, **workplaces** should have any other **first aid facilities** required to appropriately treat all reasonably foreseeable **work-related injuries** or illnesses that could occur as a result of being at the **workplace** or as a result of the work performed there. Examples of other **first aid facilities** that may be used to treat **work-related injuries** or illnesses include:
- (a) automatic defibrillators; and
  - (b) oxygen equipment.

### **First Aid Rooms**

- 2.18 A first aid room should be provided in any **workplace** that is:
- (a) **remote, low risk** and has more than 100 **employees** present at any one time; or

- (b) **remote, high risk** and has more than 75 **employees** present at any one time (Note: a first aid room is not required if an **occupational health service** is provided); or
  - (c) **not remote** but **high risk** and has more than 150 **employees** present at any one time.
- 2.19 Notwithstanding 2.18, the need for a first aid room may be identified in any **workplace** where **hazards** or factors peculiar to that **workplace** indicate that it would be difficult to provide appropriate **first aid** unless a first aid room is provided.
- 2.20 If a first aid room or **occupational health service** is not provided at a **workplace**, a rest area must be provided or suitable administrative arrangements must be made to ensure the well-being of a person who becomes sick while at work.
- 2.21 First aid rooms should be fit for purpose and should contain:
- (a) a Standard Workplace First Aid Kit including as necessary additional **first aid** items or modules;
  - (b) a sink and wash basin with a hot and cold water supply, soap, nail brush and disposable paper towels;
  - (c) a work bench and/or dressing trolley;
  - (d) a cupboard for storage of dressings, utensils and linen;
  - (e) a soiled dressings container with disposable lining;
  - (f) a bowl or bucket (minimum 2 litres capacity);
  - (g) a container for the **safe** disposal of sharps;
  - (h) electric power points;
  - (i) a chair and a table or desk;
  - (j) a telephone and/or emergency call system;
  - (k) an examination lamp; and
  - (l) official **record** keeping facilities.
- 2.22 A first aid room and its contents should be the responsibility of one or more appropriately trained occupational **designated first aider**, except where this room is part of an **occupational health service/ medical centre**.
- 2.23 A first aid room should:
- (a) be suitably located and be easily accessible to emergency services;
  - (b) be well lit and ventilated;
  - (c) be readily accessible to toilet facilities;
  - (d) have an appropriate floor area (14 square metres as a guide); and
  - (e) have an entrance clearly marked "FIRST AID".

### **Occupational Health Services**

- 2.24 **Occupational health services** (sometimes referred to as medical centres) may be a minimum requirement in some large **high risk workplaces** (see Tables 4 and 6). However, there may be other **workplaces** that identify the need for an **occupational health service** through their **first aid risk assessment**.
- 2.25 Staffing requirements for an **occupational health service** are also detailed in Tables 3 to 6.
- 2.26 An **occupational health service** should:
- (a) be self-contained ;
  - (b) be located at ground level where possible in a quiet, clean area that is a **safe** distance from hazardous operations and clear of any general thoroughfare;
  - (c) be conveniently accessible and have an entrance clearly marked "HEALTH CENTRE";
  - (d) have walls, floors and ceilings that are impervious to moisture and easy to clean and have surfaces that are flat and free of cracks, ledges and sharp angles;
  - (e) have a sufficient area to accommodate adequately the required facilities and equipment, depending on the needs of the organisation. Options include:

- i. a treatment room with a floor area of at least 14 square metres. Where a treatment room is required, the health centre shall:
  - have a minimum floor area of 46 square metres,
  - contain at least the room contents specified under 2.21 for first aid rooms;
- ii. a separate office and separate rooms for waiting, consulting and recovery;
- iii. a toilet with air lock and wash basin with hot and cold water supply;
- iv. a store room or adequate storage cupboard.

### 3. Requirements for First Aid Personnel

#### Types of Designated First Aiders

- 3.1 The four types of **designated first aiders** permitted under the Code are distinguished by their level of training they receive and are defined as follows:
- (a) **“Basic First Aider”** meaning a person who has successfully completed a recognised training course that has given them the competencies required to recognise and respond to common life-threatening injuries or illnesses using (as appropriate):
    - cardio-pulmonary resuscitation (CPR); and/or
    - other appropriate **first aid** procedures.
  - (b) **“Senior First Aider”** meaning a person who has successfully completed a recognised training course that has given them the competencies required to:
    - recognise and respond to common life-threatening injuries or illnesses using (as appropriate) cardio-pulmonary resuscitation (CPR) and/or other appropriate **first aid** procedures; and
    - provide appropriate **first aid** for a broader range of injuries and illnesses.
  - (c) **“Occupational First Aider”** meaning a person who has successfully completed a recognised training course that has given them competencies required to:
    - recognise and respond to common life-threatening injuries or illnesses using (as appropriate) cardio-pulmonary resuscitation (CPR) and/or other advanced **first aid** procedures;
    - provide advanced **first aid** for a broader range of injuries and illnesses; and
    - manage a first aid room.
  - (d) **“Remote First Aider”** meaning an Senior First Aider who has also successfully completed a recognised training course that has given them competencies required to:
    - recognise and respond to common life-threatening injuries or illnesses using (as appropriate) cardio-pulmonary resuscitation (CPR) and/or other appropriate **first aid** procedures;
    - provide appropriate **first aid** for a broader range of injuries and illnesses; and
    - provide **first aid** to a casualty in a **remote** and/or isolated situation including preparing for aero-medical evacuation.

#### Training for Designated First Aiders

- 3.2 **Designated first aiders** should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation for the nationally endorsed **first aid** unit/s of competency as nominated by the **Director** from time to time.
- 3.3 In any **workplace** where a life-threatening **hazard** exists, **designated first aiders** must be made aware of the **hazard**, the types of injuries or illnesses it may cause, and the **first aid** required for such injuries and/or illnesses.
- 3.4 **Designated first aiders** should attend training on a regular basis to refresh their **first aid** knowledge and skills and to confirm their competence to provide **first aid**. The frequency of such refresher training should be at intervals nominated by the **Director** or more frequently if identified as desirable as a result of the **risk assessment**.
- 3.5 Training for **designated first aiders** should be provided by a Registered Training Organisation, which is registered to provide the relevant competencies.

#### Number of Designated First Aiders

- 3.6 The number and type of **designated first aiders** that should be provided at a **workplace** should be determined by following the five-step process described below.

### 3.7 Step 1:

Determine if the **workplace** is **remote** or not **remote**. A **remote workplace** is one that is more than a 20 minute drive away from an SA Ambulance station that is staffed by paid paramedics.

### 3.8 Step 2:

Determine if the **workplace** "**high risk workplace**" as defined in Section 1.10 of the Code.

Examples of **workplaces** that may be considered high risk include (but are not limited to) those that feature one or more of the following:

- (a) the **use** of hazardous **plant** (e.g. cranes, trucks, forklifts, tractors, power presses, vehicle hoists);
- (b) the regular **use** of hazardous and/or dangerous **substances** (e.g. chemical manufacture, horticulture, petrol stations and food manufacturing);
- (c) the **risk** of falls of over 2 metres (e.g. construction and stevedoring);
- (d) hazardous forms of work (e.g., working in **confined spaces**, welding, demolition and **abrasive blasting**);
- (e) several factors that create a greater than usual **risk** of physical violence or armed robbery (e.g. working alone, working at night, cash handling, when the design of the **workplace** offers little or no protection from attack; and/or having clientele who are frequently physically aggressive); and
- (f) working in or around extreme heat (foundries, glass works, food manufacturing, commercial kitchens, prolonged outdoor work in extreme temperatures).

### 3.9 Step 3:

Identify the maximum number of **employees** at the **workplace** at any one time.

### 3.10 Step 4:

Refer to Tables 3 to 6 for the minimum number of **designated first aiders** that should be provided at the **workplace** and the level of training they should have. It is recognised that the application of these ratios may be difficult to apply in all situations, for example:

- when an **employee** spends most if not all of their time working alone and "on the road" i.e. their **workplace** is their vehicle and the places they visit in the course of their work (for example: couriers, taxi drivers, sales representatives, charity collectors, inspectors); or
- when the location where an **employee** works varies on a regular basis and they often work without supervision (for example: tradespeople, construction workers in the housing industry, farm hands and cleaners); or
- when an **employee** may work alone on a regular or occasional basis but only for relatively short periods of time (e.g. when opening or closing or working back late to meet a deadline).

In such situations, it may not be reasonably practicable to have an appointed **designated first aider** available in all **workplaces** at all times. In such circumstances, it is vital to ensure that **employees**:

- a) have an effective means of communicating with emergency services; and
- b) receive information, instruction and training on how to respond if a serious **work - related injury** or illness occurs (see Section 4).

Readers are also reminded that under section 19 (1)(b) of the Act it is the **employer** or **self employed** person who manages and controls that **workplace** who is responsible for providing **first aid facilities** in that **workplace**. So, for example:

- a) It is the host **employer** of a labour hire **employee**, who is responsible for providing **first aid** to this worker if they are injured or become ill while at the host **employer's workplace**. While the labour hire company may not be directly responsible for providing **first aid**, they would need to be satisfied that the host **employer** had appropriate **first aid facilities** and arrangements in place before placing their **employee** with them.
- b) If several contractors are working on a large commercial construction site. It is the construction company, who manage and control the site (the principal), who is responsible for providing **first aid** to any contractor who is injured while working on the site.

### 3.11 Step 5:

Before finalising the number of **designated first aiders** provided at a **workplace** consider if there are any other factors that may indicate the need for more than the minimum number of **designated first aiders** cited in Tables 3 to 6. Such factors may include but are not limited to the following examples:

- (a) the arrangement of work (e.g. multiple shifts and shift extensions),
- (b) the size of the **workplace** and distribution of people across the site,
- (c) seasonal work – where there is a sudden and significant increase or decrease in the number of **employees** at the **workplace** (e.g. harvest season vs. Christmas shutdown and annual maintenance period),
- (d) **workplaces** where large numbers of “other persons” (i.e. not **employees**) are present on a regular basis (e.g. schools, shopping centres, hotels and function centres),
- (e) **workplaces** where the nature of the business is to provide services to members of the public that may increase the **risk** of injury or illness to those people (e.g. fitness centres, amusement rides and dive schools); and
- (f) other industry or occupational requirements (e.g. maritime legislation may set specific requirements for on-ship emergency facilities and **first aid** training for members of the crew).

**Table 3. \*Minimum requirements for workplaces that are Low Risk and Not-Remote**

No of employees at the workplace	*Minimum number of Designated First Aiders (DFA) required	*Requirements for first aid rooms or occupational health services
Less than 10	Consider at least 1 Basic DFA	Not applicable (NA)
10 to 50	At least 2 Basic DFA <u>or</u> 1 Senior DFA	NA
51 to 100	At least: <ul style="list-style-type: none"> <li>• 2 Senior DFA; <u>or</u></li> <li>• 1 Senior DFA + 2 Basic DFA; <u>or</u></li> <li>• 4 Basic DFA</li> </ul>	NA
100 +	At least: <ul style="list-style-type: none"> <li>• 2 Senior DFA, or</li> <li>• 1 Senior DFA + 2 Basic DFA, <u>or</u></li> <li>• 4 Basic DFA.</li> </ul> And For every extra 100 <b>employees</b> (or part thereof) at least: <ul style="list-style-type: none"> <li>1 extra Senior DFA <u>or</u></li> <li>2 extra Basic DFA .</li> </ul>	NA

**Table 4. \*Minimum requirements for workplaces that are High Risk but Not-Remote**

No of employees at the workplace	*Minimum number of Designated First Aiders (DFA) required	*Requirements for first aid room or occupational health services
Less than 10	At least 1 Basic DFA	Not applicable (NA)
10 to 25	At least 2 Basic DFA <u>or</u> 1 Senior DFA	NA
26 to 50	At least: <ul style="list-style-type: none"> <li>• 2 Senior DFA; <u>or</u></li> <li>• 1 Senior DFA + 2 Basic DFA.</li> </ul>	NA
51 to 100	At least: <ul style="list-style-type: none"> <li>• 3 Senior DFA; <u>or</u></li> <li>• 2 Senior + 2 Basic DFA</li> </ul>	NA
101 to 150	At least: <ul style="list-style-type: none"> <li>• 5 Senior DFA; <u>or</u></li> <li>• 3 Senior DFA + 4 Basic DFA.</li> </ul>	Consider provision of a First Aid Room
150+	At least: <ul style="list-style-type: none"> <li>• 2 Occupational DFA <u>plus</u> 5 Senior DFA; <u>or</u></li> <li>• 3 Senior DFA + 4 Basic DFA.</li> </ul> For every extra 50 <b>employees</b> (or part thereof) at least: <ul style="list-style-type: none"> <li>• 1 extra Occupational DFA <u>plus</u></li> <li>• 1 extra Senior DFA or 2 extra Basic DFA</li> </ul>	At least 1 First Aid Room
600+	At least: <ul style="list-style-type: none"> <li>• 20 Senior DFA; <u>or</u></li> <li>• 10 Senior DFA + 20 Basic DFA.</li> </ul> For every extra 50 <b>employees</b> (or part thereof) at least one extra Senior DFA.	An <b>occupational health service</b> , staffed by at least one (full- time equivalent) <b>health professional</b> for every 600 <b>employees</b> or part thereof.

**Table 5 \*Minimum requirements for workplaces that are Low Risk and Remote**

No of employees at the workplace	*Minimum number of Designated First Aiders (DFA) required	*Requirements for first aid room or occupational health service
Less than 10	Consider at least 1 Basic DFA	Not applicable (NA)
10 to 25	At least 1 Basic DFA and 1 Senior DFA	NA
26 to 50	At least 2 Senior DFA and 1 Basic DFA	NA
51 to 100	At least 3 Senior DFA	NA
100 +	At least 2 Occupational + 2 Senior DFA. <u>And</u> For every extra 50 <b>employees</b> or part thereof, at least one extra Senior DFA.	A First Aid Room

**Table 6. \*Minimum requirements for workplaces that are High Risk and Remote** (see also 3.12)

No of employees at the workplace	*Minimum number of Designated First Aiders (DFA) required	*Requirements for first aid room or occupational health centres (OHC)
Less than 10	At least 1 Basic DFA	Not applicable (NA)
10 to 25	At least 2 Senior DFA	NA
26 to 35	At least 3 Senior DFA	NA
36 to 50	At least: <ul style="list-style-type: none"> <li>• 4 Senior DFA <u>or</u></li> <li>• (if a First Aid room is provided) 2 Occupational DFA + 2 Senior DFA</li> </ul>	Consider a First Aid Room
51 to 75	At least: <ul style="list-style-type: none"> <li>• 6 Senior DFA</li> <li>• or (if a First Aid room is provided) At least 3 Occupational DFA + 3 Senior DFA</li> </ul>	Consider a First Aid Room or an <b>OH Service</b> staffed by at least one full time equivalent (FTE) <b>health professional</b> .
76 to 100	At least 4 Occupational DFA + 4 Senior DFA.	A First Aid Room or an <b>OH Service</b> staffed by at least one full time equivalent (FTE) <b>health professional</b> and a <b>risk assessment</b> done to determine number and type of DFA needed.
101 to 300	At least 4 Occupational DFA + 4 Senior DFA. <u>And</u> For every extra 50 <b>employees</b> (or part thereof) at least 2 extra Occupational DFA and 2 extra Senior DFA.	A First Aid Room <b>or</b> an <b>OH Service</b> staffed by at least 1 FTE <b>health professional</b> and a <b>risk assessment</b> done to determine number and type of DFA needed.
100 + and requiring aero- medic evacuation	8 Senior DFA <u>And</u> for every extra 50 <b>employees</b> (or part thereof) over 125 <b>employees</b> , at least 2 extra Senior DFA.	An <b>OH Service</b> staffed by at least one FTE <b>health professional</b> for every 100 <b>employees</b> or part thereof.
300 +	20 Senior DFA + For every extra 50 <b>employees</b> or part thereof at least one extra Senior DFA.	An <b>OHC</b> staffed by at least one FTE <b>health professional</b> for every 300 <b>employees</b> or part thereof.

\* As stated in [Step 5](#): each **workplace** must be assessed on an individual basis to determine if there are any characteristics of the **workplace**, workforce or work performed there that would require the provision of additional DFA or facilities in order to ensure appropriate **first aid** is provided.

### Very remote and high risk workplaces

3.12 If a workplace is **remote** and has:

(a) less than 100 **employees**; and

(b) is a **high risk workplace**; and

(c) there is likely to be a major delay in accessing an **emergency department** (for example where aero-medic evacuation would be required); then

so far as is reasonably practicable, any **designated first aider** appointed should be trained as a **remote** first aider.

## 4. First Aid Policies and Procedures

### Development and Implementation of Procedures

- 4.1 In accordance with Section 20 of the *Occupational Health Safety and Welfare Act 1986*, an **employer** who manages and controls a **workplace** must:
- (a) prepare and keep up to date a written procedure that describes the arrangements, practices and procedures at the **workplace** for the provision of **first aid**; and
  - (b) take reasonable steps to bring the contents of the procedure to the attention of **employees** at that **workplace**.
- 4.2 A procedure for **first aid** should contain (as appropriate) information on matters including:
- (a) the type and location of first aid kits - who is responsible for them and how frequently they are to be checked and maintained;
  - (b) the location of any other **first aid facilities** such as first aid rooms and **deluge facilities** - who is responsible for them and how frequently they are to be checked and maintained;
  - (c) the establishment and maintenance of appropriate communication systems (including equipment and procedures) to ensure rapid emergency communication with **designated first aiders**. (Note: Regular communication with **remote** and isolated workers is a requirement of the OHSW Regulations);
  - (d) the communication equipment and systems provided for use when **first aid** is required (especially for **remote** and isolated workers). The location of the communication equipment - who is responsible for it and how frequently communication equipment is to be checked and maintained;
  - (e) the names and contact details of the **designated first aider** allocated to cover the work areas and/or shift;
  - (f) arrangements to ensure **designated first aiders** receive appropriate training;
  - (g) arrangement for ensuring that **employees** receive appropriate, information, instruction and training in relation to **first aid**;
  - (h) the system for reporting injuries and illnesses that occur in the **workplace** (including arrangements for recording and storing details of **first aid** treatment);
  - (i) the procedures to be followed if an **employee** or other person through injury or illness is too ill to stay at the **workplace** (but does not require treatment at an **emergency department**) including what to do if they require assistance with transport to a medical service, home or somewhere else where they can rest and recover; and
  - (j) any other relevant information or instructions necessary to ensure appropriate **first aid** is provided.

### Arrangements for the Management of Critical Incidents

- 4.3 Every **workplace** must have in place arrangements and procedures for the appropriate management of any reasonably foreseeable critical incidents that may occur at the **workplace**, including incidents where:
- (a) a person/s suffers a life-threatening injury or illness requiring immediate transport by ambulance to an **emergency department**; or
  - (b) a person/s is exposed to a life threatening situation in the **workplace** – irrespective of whether they sustain any injury or illness as a result of this exposure.
- 4.4 A procedure for response to critical incidents should include the name and contact details of the person/s responsible for taking control of the scene for the purpose of making the situation **safe** and co-ordinating the response. The response procedure should also detail (as appropriate) arrangements for:
- (a) liaising with ambulance and other emergency services;
  - (b) organising for **first aid** to be provided once the situation has been made **safe**;

- (c) retrieving and/or rescuing injured/ill persons (e.g. from **confined spaces**);
- (d) ensuring **safe** access by ambulance and emergency personnel to the person/s concerned;
- (e) organising, as appropriate, post-incident de-briefing or counselling;
- (f) notifying, if necessary, the relevant occupational health and safety authority of the injury and or dangerous occurrence; and, if this applies;
- (g) ensuring the only alterations made to the scene are for the purpose of:
  - i. rescuing an injured person,
  - ii. retrieving a dead body;
  - iii. protecting the health and safety of others in the area; or
  - iv. preventing undue damage to property.

4.5 This procedure should also provide (as appropriate) details of:

- (a) emergency communication equipment and systems;
- (b) any rescue equipment and personnel that may be required (including the location of equipment and the names and contact details of the persons trained in rescue procedures); and
- (c) the nearest **emergency department**.

## Appendix A

Terms defined in the *Occupational Health, Safety and Welfare Act 1986* or the *Occupational Health, Safety and Welfare Regulations 1995*.

**accident** means an unplanned occurrence or incident that causes or contributes to personal injury or damage to property;

**deluge facility** means an eye-bath, deluge shower or hand-held tap attachment that is designed to drench a contaminated part of the body with water;

**Director** means the person for the time being holding, or acting in, the position of Executive Director of that part of the Department that is directly involved in the administration and enforcement of this Act;

**employee** means a person who is employed under a contract of service or who works under a contract of service;

**employer** means a person by whom an employee is employed under a contract of service or for whom work is done by an employee under a contract of service;

**hazard** means the potential to cause injury or illness;

**hazardous substance** means a substance—

- (a) that is listed on NOHSC's<sup>1</sup> *List of Designated Hazardous Substances*; or
- (b) that is determined to be a hazardous substance by the manufacturer or importer of the substance on the basis of NOHSC's *Approved Criteria for Classifying Hazardous Substances*;

**occupational health service** means a service that has essentially preventative functions and is responsible for—

- (a) advising on the requirements for establishing and maintaining a safe and healthy working environment that will facilitate optimal physical and mental health in relation to work; or
- (b) promoting the adaptation of work to the capabilities of workers in view of their physical and mental health; or
- (c) providing vocational rehabilitation, health surveillance, or first aid or emergency treatment;

**plant** includes—

- (a) any machinery, equipment, appliance, implement or tool;
- (b) without limiting the application of this Act to any plant used at work or at any workplace, any plant to which this Act extends by virtue of Schedule 2;
- (c) any component, fitting, connection, mounting or accessory used in or in conjunction with any of the above;

**record** means a record of any kind and includes a disk, tape or other article from which information is capable of being reproduced (with or without another article or device); **risk** means the probability and consequences of occurrence of injury or illness;

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<sup>1</sup> The National Occupational Health and Safety Commission (NOHSC) has now been replaced by the Safe Work Australia Council [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au).

**risk assessment** means the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards;

**safe** connotes safe from injury and risks to health;

**self-employed person** means a person who works for gain or reward otherwise than under a contract of employment or apprenticeship, whether or not that person employs one or more other persons;

**substance** means any natural or artificial substance, whether in solid, liquid or gaseous form;

**use**—

- (a) in relation to plant—means to work from, operate, maintain, inspect or clean plant; and
- (b) in relation to a substance—means the production, handling, storage, transportation or disposal of the substance;

**work group** means a group of employees constituted as a work group for the purposes of Part 4 ( the Act); **work-related injury** means—

- (a) an injury, disease or disability; or
- (b) the loss or destruction of, or damage to, an artificial limb or other prosthesis or a medical or surgical aid or appliance; or
- (c) any death, that is attributable to work and includes the aggravation, exacerbation or recurrence of a prior work-related injury;

**workplace** means any place (including any aircraft, ship or vehicle) where an employee or self-employed person works and includes any place where such a person goes while at work.