



## First Aid Policy

This First Aid Policy applies to all Employees of the business.

The objective of the policy is to outline the procedures and requirements for managing/delivering first aid services in the workplace.

The requirement is for all staff to comply with First Aid Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to outline the procedures and requirements for managing and delivering first aid services in the workplace. This policy aims to ensure that our company complies with relevant Australian laws, regulations, and codes of practice, and that employees and visitors can access prompt and appropriate first aid treatment in case of injury or illness.

## Objective

The objectives of this policy are:

- To provide a safe and healthy work environment for all employees, contractors, and visitors.
- To ensure that appropriate first aid resources and equipment are available and easily accessible throughout the workplace.
- To ensure that employees receive appropriate first aid training, and designated first aid officers are appointed.
- To establish clear procedures for responding to injuries, illnesses, and emergencies in the workplace.
- To regularly review and update the first aid policy and procedures in accordance with relevant legislation, industry best practices, and company needs.

## Policy Requirements

### First Aid Facilities

- The company shall provide and maintain suitable first aid facilities, including first aid kits, in all work areas, taking into account the size and nature of the workplace and the risks involved.
- First aid kits shall comply with the Safe Work Australia's First Aid in the Workplace Code of Practice and Australian Standard AS2675-1983.
- First aid facilities and equipment shall be regularly inspected and replenished to ensure they are in good condition, clean, and adequately stocked.

### First Aid Officers

- The company shall appoint designated First Aid Officers who hold a valid first aid certificate, including CPR training, as per the requirements of Safe Work Australia's First Aid in the Workplace Code of Practice.
- First Aid Officers shall be clearly identified in the workplace, and their contact details shall be displayed prominently in relevant work areas.
- First Aid Officers are responsible for providing first aid assistance to employees, contractors, and visitors as required, and for maintaining first aid facilities and equipment.

### First Aid Training

- All employees shall receive first aid awareness training as part of their induction process.

- The company shall provide regular opportunities for employees to undertake first aid training, including refresher courses, to maintain their skills and qualifications.
- Training records shall be maintained by the company to ensure compliance with relevant legislation and to monitor employee training needs.

#### **Incident Reporting and Record Keeping**

- All first aid incidents, treatments, and near misses shall be reported and recorded in accordance with the company's incident reporting procedures.
- First Aid Officers shall maintain a confidential first aid register to record details of all first aid treatments provided.
- Incident reports and first aid records shall be reviewed regularly to identify trends and areas for improvement in first aid management and workplace safety.

#### **Review and Continuous Improvement**

- The First Aid Policy and associated procedures shall be reviewed annually, or as required by changes in legislation, industry best practices, or company needs.
- Feedback from employees, First Aid Officers, and relevant stakeholders shall be sought and incorporated into the policy review process.
- The company shall monitor and evaluate the effectiveness of the First Aid Policy and make improvements as needed to ensure a safe and healthy work environment for all employees, contractors, and visitors.

The Director is responsible for communicating the First Aid Policy to all persons working for or on behalf of the organisation and making it available to interested parties.